

**ROCKY MOUNTAIN AREA
INTERAGENCY
INCIDENT MOBILIZATION GUIDE**

CHAPTER 20 - ADMINISTRATIVE PROCEDURES

Contents

- 21 ORDERING CHANNELS/COST CODING**
 - 21.1 Geographic Area Coordination Center/Dispatch Center**
 - 21.1.1 Definitions**
 - 21.1.1.1 Rocky Mountain Area Centers and Units**
 - 21.1.1.2 Rocky Mountain Area Designators**
 - 21.2 Ordering Procedures**
 - Electronic Transfer of Travel Information
 - Units Operating Without ROSS
 - Units Operating With ROSS
 - 21.3 Non-Incident Related Ordering**
 - 21.4 Fire Cost Coding**
 - 21.4.1 BLM**
 - 21.4.2 BIA**
 - 21.4.3 NPS**
 - 21.4.4 FWS**
 - 21.4.5 USFS**
 - 21.5 Resource Tracking**
 - 21.5.1 Demobilization Planning**
 - 21.5.2 Demobilization Responsibilities**
 - 21.5.3 Release Priority Guidelines**
 - 21.5.4 Release of Incident Management Teams (IMT)**

22 OVERHEAD/CREWS

22.1 Mobilization

22.1.1 Work/Rest, Length of Commitment, Rest and Recuperation

22.1.2 Mobilization Center Criteria

22.2 Demobilization

22.3 Crews

22.4 Smokejumpers

22.5 Helicopter Modules

22.6 Communications Coordinator

22.7 Incident Meteorologists

22.8 Cache Support Positions

22.9 Incident Management Teams (IMT)

22.9.1 Area Command Teams

22.9.2 NPS All-Risk Incident Mgmt Team

22.9.3 Interagency Fire Use Management Teams (FUMT)

22.9.4 Interagency Fire Use Modules

22.9.5 Critical Incident Stress Debriefing Teams

22.9.6 RM/GB Administrative Disbursing Office Teams (ADO) (Class A)

22.9.7 Administrative Payment Teams (APT)

22.9.8 Buying Teams

22.9.8.1 Incident Business Advisor/Comptroller

22.9.9 Department of Interior Burned Area Rehabilitation Teams (BAR)

22.9.10 Wildland Fire Prevention/Education Teams

22.9.11 Wildland Fire & Aviation Safety Teams (FAST)

22.10 FEMA Principle Advisor

22.11 Human Resource Specialist

23 EQUIPMENT AND SUPPLIES

23.1 Mobilization

23.2 Demobilization

23.3 National Interagency Support Cache Ordering Procedures

23.3.1 NFES Items in Short Supply

23.3.2 Field Office Replenishment During Fire Season

23.3.3 Incident Replacement Requisition

23.3.4 Field Office Replenishment Outside Fire Season

23.3.5 Incident Replacement: Type 1 and 2 Incidents

23.3.6 Incident Replacement: Type 3 and 4 Incidents

23.3.7 Incident to Incident Transfer of Supplies and Equipment

23.3.8 Area Cache Redistribution Program

23.4 Area & National Incident Radio Support Caches (NIRSC)

23.4.1 Mobilization

23.4.2 Demobilization

23.4.3 Dedicated Radio Frequencies

23.5 Advanced Technology Meteorological Units (ATMU)

23.5.1 Remote Environmental Monitoring System (REMS)

23.5.2 Remote Automatic Weather Station (FRWS)

23.6 Mobile Food Service and Shower Units

23.6.1 Mobilization

23.6.2 Reassignments

23.6.3 Demobilization

23.7 Contract Engines

23.8 Commissary

23.9 Portable Retardant Base

23.10 Mobile Cache Vans

- 24 AIRCRAFT OPERATIONS**
 - 24.1 Mobilization**
 - 24.2 Demobilization**
 - 24.3 Flight Management Procedures**
 - 24.3.1 Flight Following**
 - 24.3.2 Aircraft Accident/Incident Reporting**
 - 24.4 Airborne Thermal Infrared Fire Mapping**
 - 24.5 Lead Planes**
 - 24.6 Aerial Supervision Modules (ASM1)**
 - 24.6.1 Aerial Supervision Requirements in the Rocky Mountain Area**
 - 24.7 Air Tactical and Reconnaissance Aircraft**
 - 24.8 Large Transport Aircraft**
 - 24.8.1 Passenger/Cargo Manifests**
 - 24.9 Helicopters- Call When Needed (CWN)**
 - 24.9.1 Exclusive Use Contact Helicopters**
 - 24.10 Airtanker Dispatch**
 - 24.10.1 Early Activation**
 - 24.10.2 Modular Airborne Firefighting Systems (MAFFS)**
 - 24.10.3 Single Engine Airtankers (SEATS)**
 - 24.11 Temporary Flight Restrictions (TFR) FAR 91.137**
 - 24.12 Military Training Route (MTR) and Special-Use Airspace**
 - 24.13 Airspace Conflicts**
 - 24.14 FAA Temporary Airport Control Tower Operations**
 - 24.15 Interagency Interim Flight & Duty Limitations**
 - 24.16 Radio Frequencies and Management**

25 PREDICTIVE SERVICES

- 25.1** Incident Status Summary (ICS - 209)
- 25.2** Interagency Situation Report
- 25.3** Incident Management Situation Report
- 25.4** Wildland Fire Entrapment/Fatality Report
- 25.5** Weekly Fire Weather / Fire Danger Outlook
- 25.6** Monthly Fire Weather / Fire Danger Outlook
- 25.7** Seasonal Fire Weather / Fire Danger Outlook
- 25.8** National Wildland Fire Outlook
- 25.9** Daily Resource Status
- 25.10** Overhead Availability Tracking
- 25.11** Prescribed Fire Notification
- 25.12** RMA Annual Report
- 25.13** Reports, Due Dates and Times

26 ROCKY MOUNTAIN AREA INTERAGENCY PREPAREDNESS LEVELS

- 26.1** Why Preparedness Levels are Established
- 26.2** Local Area Preparedness Levels
- 26.3** Preparedness Level Definitions
 - 26.3.1** Preparedness Level 1
 - 26.3.2** Preparedness Level 2
 - 26.3.3** Preparedness Level 3
 - 26.3.4** Preparedness Level 4
 - 26.3.5** Preparedness Level 5
 - 26.3.6** Preparedness Level 5 to 4
 - 26.3.7** Preparedness Level 4 to 3
 - 26.3.8** Preparedness Level 3 to 2
- 26.4** RMA Multi-Agency Coordinating Group Decisions
- 26.5** Follow-Up Evaluation
- 26.6** Preseason Preparedness
- 26.7** Area Preparedness Level Descriptions
- 26.8** Preparedness Level Action Items

- 27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS**
 - 27.1** Established Resource Ordering Process
 - 27.2** Civilian Support
 - 27.3** Demobilization Procedures
 - 27.4** International Operations
 - 27.4.1** Canadian Operation
 - 27.4.2** Support to Other Nations for Large Scale Mobilization
 - 27.5** National Guard

- 28 DISPATCH FORMS**
 - 28.1** Resource Order
 - 28.2** Food Service Request
 - 28.3** Passenger and Cargo Manifest
 - 28.4** Aircraft Flight Request/Schedule
 - 28.5** Infrared Aircraft Scanner Request
 - 28.6** FAA Temporary Tower Request Form (NMG 28.6)
 - 28.7** Preparedness/Detail Request
 - 28.8** Incident Status Summary (ICS-209)
 - 28.9** Incident Management Situation Weather Outlook (NMG 28.9)
 - 28.10** Wildland Fire Entrapment/Fatality (NFES 0869)
 - 28.11** Weekly Wildland Fire Weather/ Fire Danger Outlook (NMG 28.11)
 - 28.12** Monthly Wildland Fire Weather/ Fire Danger Outlook (NMG 28.12)
 - 28.13** Documentation of Length of Assignment Extension Requirement (NMG 28.13)
 - 28.14** Demobilization Form
 - 28.15** Fire Weather Special Forecast Request
 - 28.16** FAA Temporary Flight Restriction
 - 28.17** Incident Replacement Requisition
 - 28.18** Complexity Analysis

21 ORDERING CHANNELS/ COST CODING

(Refer to NMG 21)

21.1 GEOGRAPHIC AREA COORDINATION CENTER/DISPATCH CENTER

21.1.1 DEFINITIONS

Geographic Area A defined section of real estate for coordination responsibility

National Coordination Center An office that coordinates the movement of resources between Geographic Area Coordination Centers in the United States. The National Center has responsibility for international response, as requested, and activation of U.S. military units.

Geographic Area Coordination Center An office that coordinates the mobilization and demobilization of resources between Dispatch Centers within a defined geographic area. The Area Coordination Center has interagency-delegated authority and responsibility to provide incident support in the coordination of resource mobilization and allocation. The Area Coordinating Group directs the Area Coordination Center. Requests and provides support, through the National Interagency Coordination Center, to other Geographical Areas.

Dispatch Center An office with the authority and responsibility to assign resources directly to an incident, primarily during initial attack and/or extended incident support. A Dispatch Center should be totally interagency integrated (Interagency Dispatch Center (IADC)). It has responsibility for initial attack and incident support at the BIA-Reservation, BLM-District, FWS-Refuge, NPS-Park, FS- Forest, State-District level or any combination of these. Adjoining Dispatch Centers may work direct with each other during initial attack to more effectively obtain closest resources. A Dispatch Center requests support from the Geographic Area Coordination Center when local and mutual aid resources become committed or unavailable. (Refer to RMG 12.1.4 and 13.1)

Unit An agency described administrative area such as a National Forest, National Park or Monument, FWS Refuge, BIA Reservations, BLM District, State District, etc.

Neighborhood Any Dispatch Center may order Initial Attack resources direct from an adjoining Dispatch Center. Additionally, Dispatch Centers may order resources from approved adjacent RMA Dispatch Centers (neighbors) for extended attack, large fire support and non-fire incidents (Neighborhood Resource Ordering (NH)), to support incidents within their own Dispatch Center zone. (Refer to RMG 21)

21.1.2 ROCKY MOUNTAIN AREA CENTERS AND UNITS

Rocky Mountain Area Interagency Coordination Center (RMC)

Dispatch Centers

| | |
|-----------------------------|----------------------|
| Cody (CDC) | Fort Collins (FTC) |
| Craig (CRC) | Grand Junction (GJC) |
| Northern Great Plains (GPC) | Montrose (MTC) |
| Durango (DRC) | Pueblo (PBC) |
| Rawlins (RWC) | Casper (CPC) |

Units

Rocky Mountain Regional Office
Intermountain Regional National Park Service Headquarters
Region 6 - Fish and Wildlife Service (Denver)
BLM - Colorado State Office and Denver Service Center

Cody Interagency Dispatch Center Units

| | |
|-------------------------|----------------------------------|
| Shoshone NF | Worland Field Office, North Zone |
| Bighorn NF | Wind River Reservation |
| Bighorn Canyon NRA | Wyoming State Forestry Div |
| Cody Field Office | Washakie County (WY) |
| Hot Springs County (WY) | West Sheridan County (WY) |

Casper Interagency Dispatch Center Units

| | |
|-------------------------|--------------------------------|
| Douglas RD, MBF | Buffalo Field Office |
| Ft Laramie NHS | Casper Field Office, East Zone |
| New Castle Field Office | Wyoming State Forestry Div |
| Johnson County (WY) | Smokebusters Inmate Crew (WY) |
| East Sheridan Cnty (WY) | Campbell County (WY) |
| Natrona County (WY) | Converse County (WY) |
| Goshen County (WY) | Platt County (WY) |
| Niobrara County (WY) | |

Craig Interagency Dispatch Center Units

| | |
|---------------------------|--------------------------|
| CSFS Districts | Routt NF |
| CRC Area Counties | Dinosaur NP |
| Browns Park NWR | Arapaho NWR |
| Kremmling Field Office | White River Field Office |
| Little Snake Field Office | |

Durango Interagency Dispatch Center Units

| | |
|--------------------------|--------------------------|
| San Juan NF | Mesa Verde NP |
| Ute Mountain Reservation | Southern Ute Reservation |
| CSFS District | San Juan Field Office |
| Tucca House NM | |

Fort Collins Interagency Dispatch Center Units

| | |
|----------------------------|---------------------------|
| Arapaho and Roosevelt NF | Pawnee National Grassland |
| Rocky Mountain NP | FTC Area Counties |
| CSFS State Office | CSFS Districts |
| Rocky Mountain Arsenal NWR | |

Grand Junction Interagency Dispatch Center Units

| | |
|-----------------------------|-------------------------------|
| Grand Junction BLM District | White River NF |
| CSFS District | Colorado NM |
| GJC Area Counties | Grand Valley RD, GMF |
| Grand Junction Field Office | Glenwood Springs Field Office |
| Western Slope Center | |

Montrose Interagency Dispatch Center Units

| | |
|------------------------------|--------------------------------------|
| Black Cyn of the Gunnison NP | MTC Area Counties |
| Uncompahgre Field Office | Gunnison Field Office |
| Curecanti NRA | Western Slope Center, Montrose |
| CSFS Districts | Grand Mesa/ Uncompahgre/ Gunnison NF |

Northern Great Plains Interagency Dispatch Center Units

| | |
|------------------------------|--------------------------------------|
| Agate Fossil Beds NM | Badlands NP |
| Devils Tower NM | Theodore Roosevelt NP (ND) |
| Homestead NM | Wind Cave NP |
| Jewel Cave NM | Midwest Regional NPS Headquarters |
| Mount Rushmore NM | Nebraska NF |
| Scotts Bluff NM | Black Hills NF |
| Crescent Lake NWR | Weston County (WY) |
| Crook County (WY) | Fort Niobrara NWR |
| Cheyenne River Reservation | Lacreek NWR |
| Crow Creek Reservation | Lake Andes NWR |
| Lower Brule Reservation | North Platte NWR |
| Pine Ridge Reservation | Sand Lake NWR |
| Rosebud Reservation | Valentine NWR |
| Sisseton Reservation | Waubay NWR |
| Standing Rock Reservation | Ft Niobrara/Missouri FNR |
| Winnebago Reservation | South Dakota Div. of Forestry |
| Yankton Reservation | Huron Wetland Mgt District |
| NE State Forest Service | Madison Wetland Mgt District |
| Wyoming State Forest Service | Rainwater Basin Wetland Mgt District |

Pueblo Interagency Dispatch Center Units

| | |
|---------------------------|--------------------------------------|
| Canon City BLM District | CSFS Districts |
| Pike and San Isabel NF | PBC Area Counties |
| Rio Grande NF | Flint Hills NWR |
| Bents Old Fort NHS | Quivira NWR |
| Florissant Fossil Beds NM | Alamosa NWR |
| Fort Larned NHS | Monte Vista NWR |
| Fort Scott NHS | Kirwin NWR |
| Great Sand Dunes NM | KS & Extension Forestry |
| Maris des Cygnes NWR | Horton Reservation BIA (KS) |
| Royal Gorge Field Office | La Jara Field Office |
| Saguache Field Office | Tall Grass Prairie National Preserve |

Rawlins Interagency Dispatch Center Units

| | |
|---------------------------|----------------------------|
| WY South Zone, BLM | Wyoming BLM State Office |
| WY West Zone, BLM | Wyoming State Forestry Div |
| S. Medicine Bow NF | Seedskaadee NWR |
| Fossil Butte NM | RWC Area Counties |
| Rock Springs Field Office | Kremmerer Field Office |
| Pinedale Field Office | Lander Field Office |
| Laramie County (WY) | Albany County (WY) |
| Carbon County (WY) | Sweetwater County (WY) |
| Fremont County (WY) | Unita County (WY) |
| Lincoln County (WY) | |

ROCKY MOUNTAIN AREA DESIGNATORS

(The third letter of the 3-letter unit identifiers represent; A = BIA, C = Center (Dispatch), D = BLM, E = Dept. of Energy, F = USFS, G = National Guard, K = Cache, L = Bureau of Reclamation, O = BLM State Office, P = NPS, R = FWS, S = State, T = Tribe, W = Weather Service, X = County, # = USFS Regional Office)

| ROCKY MOUNTAIN AREA | | | |
|--|-----------------|---|-----------------|
| GEOGRAPHIC AREA COORDINATION CENTER & FIRE CACHE | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | RMC | Rocky Mountain Area Coordination Center | RMC |
| CO | RMK | Rocky Mountain Area Fire Cache | RMC |
| AREA DISPATCH CENTERS | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | CRC | Craig Interagency Dispatch Center | CRC |
| CO | DRC | Durango Interagency Dispatch Center | DRC |
| CO | FTC | Fort Collins Interagency Dispatch Center | FTC |
| CO | GJC | Grand Junction Interagency Dispatch Center | GJC |
| CO | MTC | Montrose Interagency Dispatch Center | MTC |
| CO | PBC | Pueblo Interagency Dispatch Center | PBC |
| SD | GPC | Northern Great Plains Interagency Dispatch Center | GPC |
| WY | CDC | Cody Interagency Dispatch Center | CDC |
| WY | CPC | Casper Interagency Dispatch Center | CPC |
| WY | RWC | Rawlins Interagency Dispatch Center | RWC |
| BUREAU OF INDIAN AFFAIRS | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | SUA | Southern Ute Agency | DRC |
| CO | UMA | Ute Mountain Agency | DRC |
| KS | HTA | Horton Agency | PBC |
| ND | SRA | Standing Rock Agency | GPC |
| NE | WBA | Winnebago Agency | GPC |
| SD | CCA | Crow Creek Agency | GPC |
| SD | CRA | Cheyenne River Agency | GPC |
| SD | LBA | Lower Brule Agency | GPC |
| SD | PRA | Pine Ridge Agency | GPC |
| SD | RBA | Rosebud Agency | GPC |
| SD | SWA | Sisseton-Wahpeton Agency | GPC |
| SD | YAA | Yankton Agency | GPC |
| WY | WRA | Wind River Agency | CDC |
| CO | CRD | Western Slope Center (Dispatched by CRC) | CRC |
| CO | CSO | Colorado State Office | RMC |
| CO | DSC | Denver Service Center | RMC |
| CO | GJD | Western Slope Center (Dispatched by GJC) | GJC |
| CO | GND | Gunnison Field Office | GJC |

| BUREAU OF LAND MANAGEMENT | | | |
|---------------------------|-----------------|--|-----------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | GRD | Grand Junction Field Office | GJC |
| CO | GWD | Glenwood Springs Field Office | GJC |
| CO | KRD | Kremmling Field Office | CRC |
| CO | LJD | La Jara Field Office | PBC |
| CO | LSD | Little Snake Field Office | CRC |
| CO | MRD | Western Slope Center (Dispatched by MTC) | MTC |
| CO | RGD | Royal Gorge Field Office | PBC |
| CO | SGD | Saguache Field Office | PBC |
| CO | SJD | San Juan Field Office | DRC |
| CO | UPD | Uncompahgre Field Office | MTC |
| CO | WRD | White River Field Office | CRC |
| WY | BFD | Buffalo Field Office | CPC |
| WY | CAD | Casper Field Office (East Zone) | CPC |
| WY | COD | Cody Field Office | CDC |
| WY | KRD | Kremmerer Field Office | RWC |
| WY | LND | Lander Field Office | RWC |
| WY | NCD | New Castle Field Office | CPC |
| WY | PDD | Pinedale Field Office | RWC |
| WY | RAD | Rawlins Field Office (South Zone) | RWC |
| WY | RSD | Rock Springs Field Office (Southwest Zone) | RWC |
| WY | WOD | Worland Field Office (North Zone) | CDC |
| WY | WSO | Wyoming State Office | RWC |
| BUREAU OF RECLAMATION | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | BRL | Upper Colorado Region/Great Plains Region | RMC |
| KS | BRL | Upper Colorado Region/Great Plains Region | PBC |
| NE | BRL | Great Plains Region | GPC |
| SD | BRL | Great Plains Region | GPC |
| WY | BRL | Great Plains Region | GPC |
| DEPARTMENT OF DEFENSE | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | DOD | Department of Defense, Colorado | RMC |
| KS | DOD | Department of Defense, Kansas | PBC |
| NE | DOD | Department of Defense, Nebraska | GPC |
| SD | DOD | Department of Defense, South Dakota | GPC |
| WY | DOD | Department of Defense, Wyoming | RMC |

| DEPARTMENT OF ENERGY | | | |
|----------------------|-----------------|------------------------------------|-----------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | DOE | Department of Energy, Colorado | RMC |
| KS | DOE | Department of Energy, Kansas | PBC |
| NE | DOE | Department of Energy, Nebraska | GPC |
| SD | DOE | Department of Energy, South Dakota | GPC |
| WY | DOE | Department of Energy, Wyoming | RMC |

| FISH & WILDLIFE SERVICE | | | |
|-------------------------|-----------------|---|-----------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | ALR | Alamosa National Wildlife Refuge | PBC |
| CO | ARR | Arapaho National Wildlife Refuge | CRC |
| CO | BPR | Brown's Park National Wildlife Refuge | CRC |
| CO | HFR | Hotchkiss National Fish Hatchery | PBC |
| CO | LFR | Leadville National Fish Hatchery | PBC |
| CO | MVR | Monte Vista National Wildlife Refuge | PBC |
| CO | R6R | Region 6 National Fish & Wildlife Office | RMC |
| CO | RMR | Rocky Mountain Arsenal National Wildlife Refuge | FTC |
| KS | FLR | Flint Hills National Wildlife Refuge | PBC |
| KS | KIR | Kirwin National Wildlife Refuge | PBC |
| KS | MCR | Maris des Cygnes National Wildlife Refuge | PBC |
| KS | QUR | Quivira National Wildlife Refuge | PBC |
| NE | BCR | Boyer Chute National Fish Hatchery | GPC |
| NE | CLR | Crescent Lake National Wildlife Refuge | GPC |
| NE | FNR | Ft. Niobrara National Wildlife Refuge | GPC |
| NE | NPR | North Platte National Wildlife Refuge | GPC |
| NE | RBR | Rainwater Basin Wetland Management District | GPC |
| NE | SLR | Sand Lake National Wildlife Refuge | GPC |
| NE | VAR | Valentine National Wildlife Refuge | GPC |
| SD | GPR | Gavin Point National Fish Hatchery | GPC |
| SD | HUR | Huron Wetland Management District | GPC |
| SD | LAR | Lake Andes National Wildlife Refuge | GPC |
| SD | LCR | Lacreek National Wildlife Refuge | GPC |

| FISH & WILDLIFE SERVICE | | | |
|-------------------------|-----------------|---|-----------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| SD | MDR | Madison Wetland Management District | GPC |
| SD | SFR | C.C. Booth Historic National Fish Hatchery | GPC |
| SD | WAR | Waubay National Wildlife Refuge | GPC |
| WY | SER | Seedskaadee National Wildlife Refuge | RWC |
| WY | SFR | Saratoga National Fish Hatchery | CDC |
| FOREST SERVICE | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | ARF | Arapaho Roosevelt National Forests and Pawnee National Grasslands | FTC |
| CO | GMF | Grand Mesa/Uncompahgre/Gunnison National Forest (Dispatched by MTC) | MTC |
| CO | GVF | Grand Mesa/Uncompahgre/Gunnison National Forest (Dispatched by GJC) | GJC |
| CO | PSF | Pike San Isabel National Forest | PBC |
| CO | R02 | Region 2 USFS | RMC |
| CO | RGF | Rio Grande National Forest | PBC |
| CO | RMRF | Rocky Mountain Research Station | FTC |
| CO | RTF | Routt National Forest | CRC |
| CO | SJF | San Juan National Forest | DRC |
| CO | WRF | White River National Forest | GJC |
| NE | NBF | Nebraska National Forest | GPC |
| SD | BKF | Black Hills National Forest (SD) | GPC |
| WY | BHF | Bighorn National Forest | CDC |
| WY | BKF | Black Hills National Forest (WY) | GPC |
| WY | MB1F | Medicine Bow National Forest (Dispatched by CPC) | CPC |
| WY | MB2F | Medicine Bow National Forest (Dispatched by RWC) | RWC |
| WY | SHF | Shoshone National Forest | CDC |
| CO | BCP | Black Canyon of the Gunnison National Park | MTC |
| CO | BFP | Bents Old Fort National Historical Site | PBC |
| CO | CCP | Curecanti National Resource Area | MTC |

| NATIONAL PARK SERVICE | | | |
|-----------------------|-----------------|---|-----------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | CNP | Colorado National Monument | GJC |
| CO | DSP | Dinosaur National Park | CRC |
| CO | FFP | Florissant Fossil Beds National Monument | PBC |
| CO | GSP | Great Sand Dunes National Monument | PBC |
| NATIONAL PARK SERVICE | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | IMP | Intermountain Regional National Park Service Hdqts | RMC |
| CO | MVP | Mesa Verde National Park | DRC |
| CO | NRPC | Natural Resources Program Center | FTC |
| CO | RMP | Rocky Mountain National Park | FTC |
| CO | YHP | Yucca House National Monument | DRC |
| KS | FLP | Fort Larned National Historical Site | PBC |
| KS | FSP | Fort Scott National Historical Site | PBC |
| KS | TGP | Tall Grass Prairie National Reserve | PBC |
| NE | AFP | Agate Fossil Beds National Monument | GPC |
| NE | HOP | Homestead National Monument | GPC |
| NE | MWP | Midwest Regional National Park Service Headquarters | GPC |
| NE | NMP | Niobrara/Missouri National Scenic River | GPC |
| NE | SBP | Scotts Bluff National Monument | GPC |
| SD | BDP | Badlands National Park | GPC |
| SD | JCP | Jewel Cave National Monument | GPC |
| SD | MRP | Mount Rushmore National Memorial | GPC |
| SD | WCP | Wind Cave National Park | GPC |
| WY | BHP | Bighorn Canyon National Resource Area | CDC |
| WY | DTP | Devils Tower National Monument | GPC |
| WY | FBP | Fossil Butte National Monument | RWC |
| WY | FLP | Ft. Laramie National Historical Site | CPC |
| NATIONAL GUARD | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | CNG | Colorado National Guard | RMC |
| KS | KNG | Kansas National Guard | PBC |
| NE | NNG | Nebraska National Guard | GPC |
| SD | SDG | South Dakota National Guard | GPC |
| WY | WNG | Wyoming National Guard | RMC |

| NATIONAL WEATHER SERVICE | | | |
|---------------------------------|------------------------|--|------------------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | WXW | National Weather Service, Colorado | RMC |
| KS | WXW | National Weather Service, Kansas | PBC |
| NE | WXW | National Weather Service, Nebraska | GPC |
| SD | WXW | National Weather Service, South Dakota | GPC |
| WY | WXW | National Weather Service, Wyoming | RWC |
| STATE AGENCIES | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | BLDS | CSFS – Boulder District | FTC |
| CO | FCDS | CSFS – Fort Collins District | FTC |
| CO | FMDs | CSFS – Fort Morgan District | FTC |
| CO | GBDS | CSFS – Granby District | FTC |
| CO | COS | State of Colorado | RMC |
| CO | CRS | Colorado State Forest Service (Dispatched by CRC) | CRC |
| CO | DRS | Colorado State Forest Service (Dispatched by DRC) | DRC |
| CO | FTS | Colorado State Forest Service (Dispatched by FTC) | FTC |
| CO | GJS | Colorado State Forest Service (Dispatched by GJC) | GJC |
| CO | MTS | Colorado State Forest Service (Dispatched by MTC) | MTC |
| CO | PBS | Colorado State Forest Service (Dispatched by PBC) | PBC |
| KS | KSS | Kansas State Forestry (Dispatched by PBC) | PBC |
| NE | NES | Nebraska Dept of Forestry (Dispatched by GPC) | GPC |
| SD | SDS | South Dakota Division of Forestry (Dispatched by GPC) | GPC |
| WY | CDS | Wyoming State Forestry (Dispatched by CDC) | CDC |
| WY | CPS | Wyoming State Forestry (Dispatched by CPC) | CPC |
| WY | CSS | Wyoming State Forestry (Dispatched by GPC) | GPC |
| WY | RWS | Wyoming State Forestry (Dispatched by RWC) | RWC |
| WY | WYS | State of Wyoming | RMC |

| UNITED STATES GEOLOGICAL SURVEY | | | |
|---------------------------------------|-----------------|--|-----------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | USGS | Colorado United States Geological Survey | RMC |
| KS | USGS | Kansas United States Geological Survey | PBC |
| NE | USGS | Nebraska United States Geological Survey | GPC |
| SD | USGS | South Dakota United States Geological Survey | GPC |
| WY | USGS | Wyoming United States Geological Survey | RMC |
| UNITED STATES VETERANS ADMINISTRATION | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| SD | SVAE | South Dakota Veterans Administration | GPC |
| COUNTY & LOCAL GOVERNMENT | | | |
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | ADX | Adams County | FTC |
| CO | ALX | Alamosa County | PBC |
| CO | ACIX | Alamosa City Fire Department | PBC |
| CO | ALCX | Alamosa County Fire Protection District | PBC |
| CO | ALPX | Allenspark Fire Protection District | FTC |
| CO | APX | Arapahoe County | PBC |
| CO | ARX | Archuleta County | DRC |
| CO | ASMX | Alice-St. Mary's Fire Department | FTC |
| CO | BAX | Baca County | PBC |
| CO | BACX | Baca Grande Volunteer Fire Department | PBC |
| CO | BEMX | Big Elk Meadows Volunteer Fire Department | FTC |
| CO | BEUX | Beullah Volunteer Fire Department | PBC |
| CO | BLAX | Blanca Fire Protection District | PBC |
| CO | BONX | Boncarbo Volunteer Fire District | PBC |
| CO | BOOX | Boone Volunteer Fire District | PBC |
| CO | BLCX | Boulder City Fire Department | FTC |
| CO | BLHX | Black Hawk Fire Department | FTC |
| CO | BLMX | Boulder Mountain Authority | FTC |
| CO | BLRX | Boulder Rural Fire Protection District | FTC |
| CO | BLX | Boulder County | FTC |
| CO | BNX | Bent County | PBC |
| CO | BRX | Broomfield County | FTC |
| CO | BRAX | Branson Volunteer Fire District | PBC |
| CO | BRMX | Broadmoor Fire Protection District | PBC |
| CO | BTCX | Big Thompson Canyon VFD | FTC |
| CO | BTDX | Berthoud Fire Department | FTC |

| COUNTY & LOCAL GOVERNMENT | | | |
|---------------------------|-----------------|---|-----------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | BUVX | Buena Vista Volunteer Fire District | PBC |
| CO | CAMX | Campo Volunteer Fire District | PBC |
| CO | CASX | Cascade Fire Protection District | PBC |
| CO | CCX | Clear Creek County | FTC |
| CO | CCFX | Clear Creek Fire Authority | FTC |
| CO | CCIX | Canon City Fire Department | PBC |
| CO | CCOX | Central Conejos Fire Protection District | PBC |
| CO | CCRX | Coal Creek Fire Protection District | FTC |
| CO | CENX | Center Fire Protection District | PBC |
| CO | CFX | Chaffee County | PBC |
| CO | CHCX | Chaffee County Fire Protection District | PBC |
| CO | CHVX | Cherryvale Fire Protection District | FTC |
| CO | CJX | Conejos County | PBC |
| CO | COLX | Colorado Springs Fire Department | PBC |
| CO | COSX | Costilla County Fire Protection District | PBC |
| CO | CRX | Counties Dispatched by Craig | CRC |
| CO | CRIX | Cripple Creek Emergency Services | PBC |
| CO | CRLX | Crystal Lakes Volunteer Fire Department | FTC |
| CO | CTX | Costilla County | PBC |
| CO | CUSX | Custer County | PBC |
| CO | CWX | Crowley County | PBC |
| CO | CYX | Cheyenne County | PBC |
| CO | DEX | Denver County | PBC |
| CO | DELX | Del Norte Fire Department | PBC |
| CO | DFDX | Dumont Fire Department | FTC |
| CO | DGX | Douglas County | PBC |
| CO | DIVX | Divide Fire Protection District | PBC |
| CO | DLX | Dolores County | DRC |
| CO | DRX | Counties Dispatched by Durango | DRC |
| CO | DTX | Delta County | MTC |
| CO | EAX | Eagle County | GJC |
| CO | EDIX | Edison Volunteer Fire Department | PBC |
| CO | ELSX | Eldorado Springs Fire Protection District | FTC |
| CO | ELX | Elbert County | PBC |
| CO | ELKX | Elk Creek Fire Protection District | PBC |
| CO | ELPX | El Paso County Fire Department | PBC |
| CO | EMPX | Empire Fire Department | FTC |
| CO | EPX | El Paso County | PBC |
| CO | ESPX | Estes Park Volunteer Fire Department | FTC |

| COUNTY & LOCAL GOVERNMENT | | | |
|--------------------------------------|------------------------|---|------------------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | EVEX | Evergreen Fire Protection District | PBC |
| CO | FALX | Falcon Fire Protection District | PBC |
| CO | FAIX | Fairmont Fire Protection District | PBC |
| CO | FISX | Fisher Peak Fire Protection District | PBC |
| CO | FLOX | Florence Fire Protection District | PBC |
| CO | FLRX | Florissant Fire Protection District | PBC |
| CO | FMIX | FourMile Fire Protection District | FTC |
| CO | FOHX | Foothills Fire Protection District | PBC |
| CO | FOUX | Four Mile Fire Protection District | PBC |
| CO | FOWX | Fowler Fire Protection District | PBC |
| CO | FREX | Fremont County | PBC |
| CO | FTX | Counties Dispatched by Fort Collins | FTC |
| CO | GAGX | Golden Gate Fire Protection District | PBC |
| CO | GENX | Genesee Fire Protection District | PBC |
| CO | GFMX | Green Mt. Falls / Chipita Fire Department | PBC |
| CO | GFX | Garfield County | GJC |
| CO | GHLX | Gold Hill Fire Protection District | FTC |
| CO | GJX | Counties Dispatched by Grand Junction | GJC |
| CO | GLX | Gilpin County | FTC |
| CO | GLHX | Glen Haven Volunteer Fire Department | FTC |
| CO | GLVX | Glacier View Fire Protection District | FTC |
| CO | GOLX | Golden City Fire Department | PBC |
| CO | GRX | Grand County | CRC |
| CO | GTNX | Georgetown Fire Department | FTC |
| CO | GUX | Gunnison County | MTC |
| CO | HARX | Hartsel Fire Protection District | PBC |
| CO | HCRX | High Country Fire Protection District | FTC |
| CO | HIX | Hinsdale County | MTC |
| CO | HMCX | Hasty / McClave Fire Protection District | PBC |
| CO | HOEX | Hoehne Fire Protection District | PBC |
| CO | HUEX | Huerfano Fire Protection District | PBC |
| CO | HUX | Huerfano County | PBC |
| CO | HYGX | Hygiene Fire Protection District | FTC |
| CO | IDSX | Idaho Springs Fire Department | FTC |
| CO | INDX | Indian Hills Fire Protection District | PBC |
| CO | INTX | Inter-Canyon Fire Protection District | PBC |
| CO | IPKX | Indian Peaks Fire Protection District | FTC |
| CO | JCX | Jackson County | CRC |
| CO | JECX | Jefferson-Como Fire Protection District | PBC |
| CO | JEX | Jefferson County | PBC |
| CO | KCX | Kit Carson County | FTC |

| COUNTY & LOCAL GOVERNMENT | | | |
|--------------------------------------|------------------------|--|------------------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | KIMX | Kim Volunteer Fire Department | PBC |
| CO | KWX | Kiowa County | PBC |
| CO | LAFX | Lafayette Volunteer Fire Department | FTC |
| CO | LAGX | Lake George Fire Protection District | PBC |
| CO | LAJX | La Junta Fire Protection District | PBC |
| CO | LAKX | Lakeside Fire Department | PBC |
| CO | LARX | Larkspur Fire Protection District | PBC |
| CO | LAVX | La Veta Fire Protection District | PBC |
| CO | LCX | Lincoln County | PBC |
| CO | LHDX | Lefthand Fire Protection District | FTC |
| CO | LKX | Lake County | PBC |
| CO | LMTX | Longmont Fire Department | FTC |
| CO | LOX | Logan County | FTC |
| CO | LPX | La Plata County | DRC |
| CO | LRX | Larimer County | FTC |
| CO | LSVX | Louisville Fire Protection District | FTC |
| CO | LSX | Las Animas County | PBC |
| CO | LVLX | Loveland City Fire & Rescue | FTC |
| CO | LVMX | Livermore Volunteer Fire Department | FTC |
| CO | LVRX | Loveland Rural Fire Protection District | FTC |
| CO | LYNX | Lyons Fire Protection District | FTC |
| CO | MANX | Manzanola Fire Protection District | PBC |
| CO | MASX | Manitou Springs Fire Department | PBC |
| CO | MEX | Mesa County | GJC |
| CO | MFX | Moffat County | CRC |
| CO | MGX | Morgan County | FTC |
| CO | MINX | Mineral County Fire Department | PBC |
| CO | MLX | Mineral County | PBC |
| CO | MNX | Montezuma County | DRC |
| CO | MOCX | Mountain Communities Fire Protection District | PBC |
| CO | MOHX | Mosca Hooper Fire Department | PBC |
| CO | MOVX | Monte Vita Fire Department | PBC |
| CO | MRX | Montrose County | MTC |
| CO | MTX | Counties Dispatched by Montrose | MTC |
| CO | MVWX | Mountain View Fire Protection District | FTC |
| CO | NDLX | Nederland Fire Protection District | FTC |
| CO | NECX | Northeast Conejos Fire Protection District | PBC |
| CO | NETX | Northeast Teller County Fire Protection District | PBC |
| CO | NOFX | North Fork Fire Protection District | PBC |

| COUNTY & LOCAL GOVERNMENT | | | |
|--------------------------------------|------------------------|--|------------------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | NM2X | North Metro Fire Rescue – FTC Zone | FTC |
| CO | NSAX | Northern Saguache Fire Protection District | PBC |
| CO | NWCX | Northwest Conejos Fire Protection District | PBC |
| CO | NWEX | North West Fire Protection District | PBC |
| CO | OTX | Otero County | PBC |
| CO | OUX | Ouray County | MTC |
| CO | PALX | Palmer Volunteer Fire Department | PBC |
| CO | PARX | Parker Fire Department | PBC |
| CO | PAX | Park County | PBC |
| CO | PBX | Counties Dispatched by Pueblo | PBC |
| CO | PCDX | Pueblo Chemical Depot Fire Department | PBC |
| CO | PCNX | Platte Canyon Fire Department | FTC |
| CO | PFAX | Poudre Fire Authority | FTC |
| CO | PLAX | Platte Canyon Fire Protection District | PBC |
| CO | PLEX | Pleasant View Metropolitan District | PBC |
| CO | PLX | Phillips County | FTC |
| CO | PMKX | Pridemark Paramedic Services | FTC |
| CO | PRCX | Poudre Canyon Fire Protection District | FTC |
| CO | PRIX | Pritchett Volunteer Fire Department | PBC |
| CO | PRPX | Platte River Power Authority | FTC |
| CO | PTX | Pitkin County | GJC |
| CO | PUCX | Pueblo City Fire Department | PBC |
| CO | PURX | Pueblo Rural Fire Department | PBC |
| CO | PUWX | Pueblo West Volunteer Fire Department | PBC |
| CO | PUX | Pueblo County | PBC |
| CO | PWSX | Pinewood Springs Fire Protection District | FTC |
| CO | PWX | Prowers County | PBC |
| CO | RBX | Rio Blanco County | CRC |
| CO | REDX | Red Creek Fire and Rescue | PBC |
| CO | RGX | Rio Grande County | PBC |
| CO | ROCX | Rocky Ford Fire Protection District | PBC |
| CO | RTX | Routt County | CRC |
| CO | SCOX | South Conejos Fire Protection District | PBC |
| CO | SGX | Sedgwick County | FTC |
| CO | SHX | Saguache County | PBC |
| CO | SJX | San Juan County | DRC |
| CO | SLFX | Sugarloaf Fire Protection District | FTC |
| CO | SLPX | Silver Plume Fire Department | FTC |
| CO | SLX | San Miguel County | MTC |
| CO | SOFX | South Fork Volunteer Fire Department | PBC |
| CO | SOMX | South Metro Fire and Rescue | PBC |

| COUNTY & LOCAL GOVERNMENT | | | |
|--------------------------------------|------------------------|---|------------------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| CO | SPAX | Spanish Peaks Fire Protection District | PBC |
| CO | SPCX | Southern Park County Fire Protection District | PBC |
| CO | SSHX | Sunshine Fire Protection District | FTC |
| CO | STOX | Stonewall Fire Protection District | PBC |
| CO | STX | Summit County | GJC |
| CO | SUGX | Sugar City Volunteer Fire Department | PBC |
| CO | TALX | Tallahassee Volunteer Fire Department | PBC |
| CO | TLX | Teller County | PBC |
| CO | TRLX | Tri-Lakes Fire Protection District | PBC |
| CO | TRUX | Trumbull Volunteer Fire Department | PBC |
| CO | TWBX | Two Butts Volunteer Fire Department | PBC |
| CO | UHEX | Upper Huerfano Fire Protection District | PBC |
| CO | VILX | Vilas Volunteer Fire Department | PBC |
| CO | WALX | Walsh Volunteer Fire Department | PBC |
| CO | WAX | Washington County | FTC |
| CO | WDSX | Windsor-Severence Fire Protection District | FTC |
| CO | WEDX | West Douglas County Fire Protection District | PBC |
| CO | WELX | Wellington Fire Protection District | FTC |
| CO | WEMX | West Metro Fire Protection District | PBC |
| CO | WEPX | West Park Fire Protection District | PBC |
| CO | WETX | Wet Mountain Fire Protection District | PBC |
| CO | WEX | Weld County | FTC |
| CO | WHEX | Wheat Ridge Fire Department | PBC |
| CO | WILX | Wiley Fire Protection District | PBC |
| CO | WMOX | Woodmoor/Monument Fire Protection District | PBC |
| CO | WOOX | Woodmen Valley Fire Protection District | PBC |
| CO | YGLX | York Gulch Fire Department | FTC |
| CO | YMX | Yuma County | FTC |
| KS | KSX | Kansas Counties | PBC |
| SD | CSX | Counties Dispatched by Custer | GPC |
| WY | AL1X | Albany County | CPC |
| WY | ALX | Albany County (Dispatched by RWC) | RWC |
| WY | BHX | Bighorn County | CDC |
| WY | CAX | Carbon County | RWC |
| WY | CDX | Counties Dispatched by Cody | CDC |
| WY | CMX | Campbell County | CPC |
| WY | COX | Converse County | CPC |
| WY | CPX | Counties Dispatched by Casper | CPC |
| WY | CRX | Crook County (Dispatched by CSC) | GPC |

| COUNTY & LOCAL GOVERNMENT | | | |
|--------------------------------------|------------------------|---|------------------------|
| STATE | UNIT IDENTIFIER | UNIT NAME | DISPATCH CENTER |
| WY | FRX | Fremont County | RWC |
| WY | GOX | Goshen County | CPC |
| WY | HOX | Hotsprings County | CDC |
| WY | JOX | Johnson County | CPC |
| WY | LAX | Laramie County | RWC |
| WY | LIX | Lincoln County | RWC |
| WY | NAX | Natrona County | CPC |
| WY | NIX | Niobrara County | CPC |
| WY | PAX | Park County | CDC |
| WY | PLX | Platte County | CPC |
| WY | RWX | Counties Dispatched by Rawlins | RWC |
| WY | SH1X | Sheridan, Clearmont County (Dispatched by CPC) | CPC |
| WY | SHX | Sheridan County (Dispatched by CDC) | CDC |
| WY | SUX | Sublette County | RWC |
| WY | SWX | Sweetwater County | RWC |
| WY | UIX | Uinta County | RWC |
| WY | WAX | Washakie County | CDC |
| WY | WEX | Weston County (Dispatched by GPC) | GPC |

21.2 ORDERING PROCEDURES

The Rocky Mountain Area Coordination Center (RMC) in conjunction with Interagency Dispatch Centers will coordinate the movement of all resources utilized beyond a Dispatch Centers' capabilities.

The primary Goals of the dispatch of any resource are:

SAFETY
EFFECTIVENESS
EFFICIENCY

In conjunction with our goals, the following Evaluation Criteria must be accomplished by the dispatch system.

- Rapid response.
- Communications/Intelligence. Information must be accurate and timely.
- Efficient use of the most effective resources.
- Operational Flexibility. The activation of the involvement of the next higher or lower levels of the decision making process to dispatch resources should be made by common sense methods. Ultimate responsibility should be at the lowest possible level given the operational priorities.
- Real time intelligence is a necessity. Good communications is the key to intelligence. Incident size up information is critical in priority setting and should always be available from ordering offices. RMA will conduct conference calls periodically, with units exhibiting areas of concern, severity or potential.
- Unit Fire Management Officers must identify all urban interface and high risk areas within their area of influence prior to fire season. This will allow quick incident prioritization during times of critical resource needs or competition.
- Change Orders: Normally change orders for RM Area-wide or Nationally dispatched resources, will not be processed to the resources home dispatch center unless specifically requested. Rather RMC will document movement between Dispatch centers, (RMA) and between GACCs (National) and release off the original order number to the resources home Dispatch Center.
- Exception: When a resource is dispatched initially within a neighborhood and then is mobilized outside that neighborhood into another (not a neighbor to the resources home Dispatch Center), a new resource order will be relayed through RMC to the home Dispatch Center.

- Any Dispatch Center may order Initial Attack resources direct from an adjoining Dispatch Center. Additionally, Dispatch Centers may order resources from approved adjacent RMA Dispatch Centers (neighbors) for extended attack, large fire support and non-fire incidents (Neighborhood Resource Ordering (NH)), to support incidents within their own Dispatch Center zone.

Refer to the RMA Resource Ordering chart.

1. Resource Ordering Standards apply for the movement of all resources. This includes I.A. procedures, resource order forms, .MOB messages, commit messages and reassignment procedures.
2. When a resource is unavailable through Neighborhood Ordering, the requesting unit will place the order with RMC. RMC will obtain resources through established dispatch channels. RMC will normally, NOT check with the requesting Dispatch Centers' neighborhood, (unless the "Neighborhood Resource Ordering" has been withdrawn).
 - Dispatch Centers cannot reassign resources to another Dispatch Center if that resource was originally mobilized through the RMC.
 - Dispatch Centers may only reassign a neighborhoods resource to another neighborhood with the permission of resources home Dispatch Center.
 - When resources are reassigned from one neighborhood to a second neighborhood (not a neighbor to the resources home Dispatch Center), a new resource order will be relayed through RMC to the home Dispatch Center.
 - If RMC needs a resource, which has been mobilized center to center, RMC will place the order with the resources home Dispatch Center.

*** At a Dispatch Center manager's discretion and with RMC approval, a Dispatch Center may temporarily withdraw their participation in the neighborhood.**

*** RMC has the authority to withdraw Neighborhood Ordering. Traditional ordering procedures will be utilized when Neighborhood Ordering is withdrawn.**

Rocky Mountain Neighborhood Resource Ordering

The following list defines the approved neighborhood for each dispatch center.

| <u>UNIT</u> | <u>MAY ORDER FROM</u> |
|--------------------|------------------------------|
| CDC | CPC, RWC |
| CPC | CDC, GPC, RWC |
| CRC | FTC, GJC, RWC |
| DRC | MTC, PBC |
| FTC | CRC, PBC |
| GJC | CRC, MTC |
| GPC | CPC |
| MTC | DRC, GJC, PBC |
| PBC | DRC, FTC, MTC |
| RWC | CDC, CPC, CRC |

RMA Resource Ordering

The following chart describes resource types, the approved ordering method, and the required notifications:

IA = Initial Attack - Adjacent Dispatch Centers order direct for IA only

NH = Neighbors - Approved Dispatch Centers may order direct at all times.

RMC = Rocky Mountain Coordination Center

RMK = Rocky Mountain Cache

| <u>RESOURCE</u> | <u>ORDER FROM</u> |
|---|--------------------------|
| Teams - Area/National (BUT, Rx, IMT 1 & 2, FUMT.etc) | RMC |
| Teams - Local (IMT3, etc) | NH |
| Misc Overhead | NH |
| * Crews - National Type 1 | NH |
| * Crews - RMA Type 2 | NH |
| Supplies | NH/ RMK |
| Equipment | |
| Non-NFES | NH |
| NFES | RMC |
| Cache Vans | NH |
| Engines | NH |
| Helicopters | |
| CWN - Type 1 & 2 | RMC |
| CWN - Type 3 | NH |
| * Exclusive Use - Type 2 | NH |
| * Exclusive Use - Type 3 | NH |
| TFRs | RMC |
| * Airtankers | IA |
| * SEATs | NH |
| * Lead Planes | IA |
| * Air Attack | IA |
| * SMJ | IA |
| * SMJ Aircraft | IA |

*Notification to RMC via COMMIT messages is required for the IA movement of all National and Area resources. .MOB is required for all other resource movement, as per established dispatch procedures.

21.2.1 ELECTRONIC TRANSFER OF TRAVEL INFORMATION

21.2.1.1 UNITS OPERATING WITHOUT ROSS

“. MOB” Procedures (Mobilization & Demobilization)

Assure the original order number is always used for mob and demob.

. MOB PROCEDURES AND MAILING INSTRUCTIONS ARE NOT TO

BE USED FOR TACTICAL OR INITIAL ATTACK MOVEMENT.

All dispatch offices will use electronic mail procedures, identified below.

THESE PROCEDURES ARE FOR THE ELECTRONIC TRANSFER OF TRAVEL INFORMATION ONLY.

All orders/requests will be placed by telephone. **Dot.mob** will not be used for emergency release requests, or tactical aircraft. All information regarding tactical aircraft travel will be relayed by telephone. COMMIT messages are required to note the change in status of NATIONAL resources. Confirmation that requests will be filled or emergency release requests will be via telephone.

The information transfer of resources travel, outside of office hours will be exchanged via telephone.

A phone call will always be required for confirmation of information received by fax.

The RMA Dispatch Centers have the following dedicated DMS profiles/inboxes for the purpose of receiving “. MOB” messages.

cormcmob@dms.nwcg.gov

**Rocky Mountain Area
Coordination Center**

wycdcmob@dms.nwcg.gov

**Cody Interagency Dispatch
Center**

cocrcmob@dms.nwcg.gov

Craig Dispatch Center

sdcsmob@dms.nwcg.gov

**Northern Great Plains
Interagency Dispatch Center**

codrcmob@dms.nwcg.gov

Durango Dispatch Center

coftcmob@dms.nwcg.gov

Fort Collins Dispatch Center

cogjcmob@dms.nwcg.gov

**Grand Junction Air/Dispatch
Center**

comtcmob@dms.nwcg.gov

Montrose Dispatch Center

copbcmob@dms.nwcg.gov

Pueblo Dispatch Center

wyrwcmob@dms.nwcg.gov

Rawlins Dispatch Center

wycpcmob@dms.nwcg.gov

Casper Dispatch Center

The mobilization and demobilization travel information of all NON-TACTICAL resources exchanged between RM units and other Geographical areas will be via DMS utilizing the .MOB process. The following information will be included:

The subject line will contain:

RESOURCE TYPE / RESOURCE ORDER # / The word MOB or DEMOB.

The message will contain:

RESOURCE ORDER #/ REQUEST #/ STATE-UNIT/ RESOURCE ASSIGNED INFORMATION / DEMOB POINT / TRAVEL (method, identifier, destination point, ETA, date & time, ETD, date & time). The last line is for pertinent information. All times (ETD & ETA) are in local time zones.

.MOB messages will be sent as follows:

WITHIN RM AREA DISPATCHES - .MOB message will be sent direct "TO:" the receiving RMA Dispatch Center with a "CC:" to *cormcmob* by the sending Dispatch Center.

NATIONAL DISPATCHES - .MOB message will be sent direct "TO:" *cormcmob* by the sending RMA Dispatch Center. RMC will then forward the .MOB message "TO:" the receiving GACC with a "CC:" to *idnicmob*.

DEMOB - Prior to the release of a non-local resource from an incident, the releasing unit will telephone RMC to see if reassignment is possible. If not, the resource will be sent home. Travel for the new assignment is treated as a mobilization .MOB.

WITHIN RM AREA DISPATCHES - a DEMOB message will be sent direct "TO:" the resources home RMA Dispatch Center with a "CC:" to *cormcmob*

NATIONAL DISPATCHES - Release of non-RMA resources: DEMOB message will be sent direct "TO:" *cormcmob* by the releasing RMA Dispatch Center. RMC will then forward the message "TO:" the resources home GACC, with a CC: to *idnicmob*.

Release of RMA resources home: DEMOB message will be sent direct "TO:" *cormcmob* by the releasing GACC. RMC will then forward the message "TO:" the resources home RMA Dispatch Center.

SUPPLY orders can be faxed to RMK with a follow-up confirmation phone call.

Dispatch Centers/GACC are responsible for including original order #s in the .MOB, when releasing resources from incidents.

The following are some .MOB message examples:

**.MOB IS NOT TO BE USED FOR TACTICAL OR INITIAL
ATTACK MOVEMENT.**

THE .MOB FORMAT IS:

**REQUEST NUMBER/UNIT/RESOURCE ASSIGNED (with
particulars)/DEMOB POINT/TRAVEL**

(Travel information will include ETD/ETA, METHOD, IDENTIFIER,
DESTINATION POINT) Pertinent information line.

Note: All travel times ETD/ETA are recorded as local time.

OVERHEAD (Traveling via AOV from MTC Area to FTC Area)

TO: coftcmob

CC: cormcmob

SUBJECT: CO-RMP-P23444 OVERHEAD, MOB

Message:

CO-RMP-P23444 OVERHEAD MOB

O-456/CO-MRD/BILL JONES/MTJ

ETD MTJ 7/27 1045

ETA 7/27 1630 MDT AOV #5555 - INC. BASE

OVERHEAD (Traveling via Comm. Air from GPC Area to PBC Area)

TO: copbcmob

CC: cormcmob

SUBJECT: CO-RGF-P26777 OVERHEAD, MOB

Message:

CO-RGF-P26777 OVERHEAD MOB

O-065/SD-SDS/JANE DOE/RAP

ETD RAP 7/31 1410 CO 2336

ETA ALS 7/31 1800 UA 1633

OVERHEAD (Traveling via Charter Air from CDC Area to EBC Area)

Charter air travel .MOB must always be accompanied with a fax of the flight plan.

TO: cormcmob

SUBJECT: ID-PAF-152 OVERHEAD, MOB

Message:

ID-PAF-152 OVERHEAD MOB

O-216/WY-SHF/TED SMITH/S80

ETD COD 8/12 0800

ETA MYL 8/12, 1130 CHARTER/MINI AVIATION/C-421/N7777

(FLT PLAN FAXED TO RMC FOR FLT FOLLOWING.)

***RMC will then consolidate information, review and forward TO: EBC and CC: to NICC**

The following are some .MOB message examples:

CREW , OH & EQ (Demobing via Large Transport from NW Area to CDC Area)

Message originates from NICC, send to NWC for all resource information, NWC forwards to RMC. RMC will then consolidate information, review and forward TO: CDC and TO: FTC

TO: cormcmob

SUBJECT: OR-DEF-093 CREW, OH, EQ DEMOB

Message:

Same travel for the following.

OR-DEF-09 CREW, OH, EQ DEMOB

NIFC CHARTER ETD RDM 7/22 1200

ETA RIW 7/22 1400

ETA FNL 7/22 1530 (FLT PLAN FAXED)

C-42/WY-WRA/SHO-RAP 2 - G.Gabe +19/RIW

C-43/WY-WRA/SHO-RAP 1 - O.Kay +18/RIW

C-44/CO-RMP/ALPINE HS - M.Bran +19/FNL

C-45/CO-ARF/RANGERS 1 - O.Ray +18/FNL

O-133/CO-COS/Lily Porter/FNL

E-6/WY-WRA/PUMP #345/RIW

Original order number WA-WEF-P64444

.MOB Examples – OH Traveling via commercial airlines from RM to SW Areas

TO: nmswcmob
CC: idnicmob
SUBJECT: NM-GNF-003 OVERHEAD, MOB

Message:

NM-GNF-003 OVERHEAD MOB
O-55/CO-ARF/MARK SONE/DEN
ETD DEN 5/5 2300 CO 1212
ETA ABQ 5/6 0100 DL 2323

OVERHEAD/CREWS Traveling via AOV from SW to EB Area

TO: mneacmob
CC: idnicmob
SUBJECT: UT-VLD-123 OVERHEAD, MOB

Message:

UT-VLD-123 OVERHEAD MOB
O-065/AZ-CNF/BILL JONES/TUS
ETD TUS 7/31 0400 AOV #5555
ETA INCIDENT BASE 7/31 1800

OVERHEAD (Traveling via Charter Air from NR to NW Area))

TO: ornwcmob
CC: idnicmob
SUBJECT: MT-LNF-152 OVERHEAD, DEMOB

Message:

MT-LNF-152 OVERHEAD DEMOB
O-216/WA-YAA/TED SMITH/YKM
ETD MSO 8/12 1030 CHARTER/MINUTEMAN/C-421/N7777
ETA YKM 8/12 1130

Flight Plan faxed

NOTE: The sending GACC must ensure flight schedule is faxed to the receiving GACC and to NICC.

**Demobilization of OVERHEAD after reassignment within GACC from
NW Area to EA Area**

TO: utebcmob
CC: idnicmob
SUBJECT: OR-WWF-65436 OVERHEAD, DEMOB
COMMENTS:

FROM: ornwcmob

Message:

FROM: orwwf

OR-WWF-65436 OVERHEAD DEMOB

O-437/WV-MOF/STACY SMITH/CRW

ETD SEA 8/12 -730 NW 1403

ETA CRW 8/12 2145 NW 234

Original NWC order: WA-WEF-459 O-65

Reassignment of SA Area OVERHEAD from RM Area to NO Area

TO: caoncmob
CC: idnicmob
SUBJECT: CA-SUD-V896 OVERHEAD MOB
COMMENTS:

FROM: cormcmob

Original RMC Order: WY-BHF-20355 O-105

Message:

FROM: cogjcmob

CA-SUD-V896 OVERHEAD MOB

O- 56/LA-KIF/TANDY HOLDEN/AEX

ETD GJT 8/13 1200 UA 557

ETA RNO 8/13 1300 UA 6923

Original Order: CO-WRF-25689 O-35

NOTE: Reassignments from one GACC to another GACC will be treated as a mobilization for .MOB. The change order information will be passed by telephone at all dispatch levels which includes the demobilization off the original resource order information.

CREWS mobilized from NR to SW Area via NICC

TO: nmswcmob

CC: idnicmob

SUBJECT: NM-SWC-106 CREWS, MOB

Message:

NM-SWC-106 CREW MOB

C-5/MT-FHA/RONAN #1/G. GABE + 19/MSO

C-6/MT-FHA/MISSION VALLEY #1/D. LEWIS +19/MSO

C-7/MT-FPA/FT. PECK #1/T. KAY +19/BIL

C-8/MT-NCA/CHEYENNE #1/K. ANDERSON +19/BIL

C-9/MT-CRA/CROW #1/T. MONROE +19/BIL

NICC TRANSPORTATION/FLIGHT SCHEDULE WILL BE FAXED.

NOTE: The sending GACC will provide NICC (via telephone) with the information necessary to Schedule transportation; number of passengers, pick-up point at jetport, time available to load. As soon as practical, the sending GACC will .MOB the resources assigned information to the receiving GACC. A copy of the message will be sent to NICC. NICC will schedule transportation and FAX the sending and receiving GACCs the completed FLIGHT SCHEDULE.

EQUIPMENT traveling via ground transportation with operators traveling via Charter Air from NO to WB Area.

TO: nvwbcmob

CC: idnicmob

SUBJECT: NV-CCD-098 EQUIPMENT , MOB

Message:

NV-CCD-098 EQUIPMENT MOB

E-28/CA-UKD/2635/SFO

E-31/CA-UKD/E-1204/SFO

ETD SFO 7/13 0500 GET A RIDE TRANSPORT #1278

ETA INCIDENT BASE 7/13 1100

E-28/CA-UKD/E-2635/SFO

E-31/CA-UKD/E-1204/SFO

ETD SFO 7/13 0800 CHARTER/FUTURE AIR/CHEYENNE/N5554

ETA RNO 7/13 0930

21.2.1.2 UNITS OPERATING WITH ROSS

Travel information for resources traveling to and from an incident will be transmitted by creating travel in ROSS. Travel will reflect the mode of travel, carrier (with flight numbers), departure location, date and time, and destination location, date and time.

21.3 NON-INCIDENT RELATED ORDERING (Refer to NMG 21)

Detailed information associated with incident business management (IBM) practices can be found in the Interagency Incident Business Management Handbook. If you have specific IBM questions that you need answered, please contact the appropriate GB/RM Incident Business Management Committee Member. Dispatch Centers have a contact list of these Contacts.

The following provides a brief summary of information relevant to specific “non-fire” (not an actual going fire) responses.

Preparedness / Pre-suppression To place a resource on a Preparedness Order requires approval from the resources home unit.

Preparedness orders are not covered under emergency provisions. Overtime requires an authorization.

Preposition To be a preposition order, there must be “eminent threat”, the situation constitutes an emergency. Emergency provisions apply.

Severity Each agency will have specific information about requesting, activating and processing accounting information for severity.

Severity funds are used to increase the level of fire suppression capability and preparedness when predicted or (when) actual burning conditions exceed those normally expected due to severe weather conditions. Severity funds must be requested through individual agencies and authorized BEFORE use. Since these funds are not EMERGENCY funds, but an authorization to provide more pre-suppression resources, none of the special EMERGENCY provisions, such as pay, travel, or R&R, apply.

USFS resources going to another agency or state will charge all expenditures to a reimbursable management code established by sending unit. DOI does not require reimbursement when resources are activated for another Federal Agency.

Consistency in use: Severity is similar to a detail and should be managed as such.

- Severity requests are processed using the National Detail Request Form.
- Units should plan on providing established days off (subject to fires)
- 6 days on 1 day off.
- 10 hours/day (minimum)
- 28 day assignment or as noted on detail request form
- Resources requested under a fire number and prior to reassignment to severity must go through detail/resource order process. Sending Area/unit must agree with the prepositioning.
- Area Coordinator will monitor days off when large scale prepositioning of resources occur. Coordinator will ensure a balance in overall coverage.

Non-Fire Incident Funding

Funding between Federal Agencies is done by using a “Reimbursement or Advance of Funds; “An Agreement Between Federal Agencies” form.

21.4 FIRE COST CODING (Refer to NMG 21.4)

All incidents in the RMA will have assigned accounting codes established for all responding agencies. Dispatch centers will assign at a minimum the USFS and BLM accounting codes for each incident, to be used nationally for cost collection and accounting information. BLM and USFS numbers will be assigned per the BLM/USFS units or the closest BLM/USFS unit to the incident. These codes will be passed through normal dispatch channels with initial resource orders. Accounting codes generally will be identified in block 3 as part of the Incident/Project Order Number (last 5 digits) of the Resource Order form by the agency that has primary responsibility for the incident. Some units may use sequential order numbering rather than the mgt code. The supporting agencies management/payment code will be assigned and identified in block 4 of the Resource Order form. (For example; A Medicine Bow NF fire, WY-MBF-P21111 would be entered in block 3. If Rawlins District BLM were to assist, their BLM support code would be entered in block 4.) If the BLM or USFS does not have primary jurisdiction both codes will still be assigned and placed in block 4 of the Resource Order form as supporting agencies, if one of their agency resources are used. See Fire Cost Coding procedures for each agency below. Cooperator reimbursable fires, such as fires on State and County lands where agreements exist with neighboring USFS or BLM units, it is the responsibility of that host unit to gather all fire costs incurred by their agency for billing purposes. The host Dispatch assigning an accounting code for their agencies use will accomplish this.

Complexes: grouping multiple fires into one management situation creates Complexes. Agency administrators normally group fires operationally. When developing complexes it is recommended that an Incident Business Advisor (comptroller) be included in the decision process. Normally, the fiscal code for the complex is the code originally given to the largest or main “original” fire. An alternative to this method is to create a new payment code assigned to the “Complex”, and still have the original payment codes separated within the complex for each fire. It should also be understood that for fiscal accountability purposes, it is the responsibility of the IMT managing the complex, to assure separate cost accounting be ascertained for each fire within the complex. This should be done especially where reimbursable charges could occur.

Note: Federal agencies may not reimburse one another for fire activity.

21.4.1 BLM (Refer to NMG 21.4.1 or current agency direction)

21.4.2 BIA (Refer to NMG 21.4.2 or current agency direction)

21.4.3 NPS (Refer to NMG 21.4.3 or current agency direction)

21.4.4 FWS (Refer to NMG 21.4.4 or current agency direction)

21.4.5 USFS (Refer to NMG 21.4.5 or current agency direction)

21.5 RESOURCE TRACKING

Fire suppression is considered a highly hazardous activity. The movement of personnel and/or equipment between units shall require that both sending and receiving units be responsible for safety of the personnel and equipment involved.

Resources dispatched both internally and externally shall be tracked using the Chief of Party guidelines. Units, Dispatch Centers and the Area shall mutually assign a chief of party to each group of resources dispatched either by air or ground. Normally the first person to board during mobilization and the last person to debark during demob should be assigned as Chief of Party. The sending unit dispatcher supervises the Chief of Party until destination is reached. Chief of Party is responsible for all personnel assigned on the manifest list. (Refer to . NMG 21.5 for **CHIEF OF PARTY DUTIES**)

It is the responsibility of Dispatch to make all travel arrangements for resources.

Critical Resource Tracking

The RMA has a Resource Status System in place to track the movement, commitment, availability and unavailability of area and national resources. Dispatch Centers are responsible for the current updating in this information for all area and national resources physically located within their area of influence. Contact the Intelligence section of RMC for more details about reporting time requirements and detailed report information.

Area Resources**National Resources**

Type 2 crews

Type 1 crews

Type 2 IMT

Type 1 IMT

Type 3 helicopters

Type 1 & 2 helicopters

SEATs

Airtankers/Lead Planes/Jumpers

TFRs

Overhead Availability Tracking

During periods when overhead resource shortages occur, units will be requested to provide resource availability lists, if they are not using the ROSS Availability List.

Red-carded individuals are required to report their availability status for incident assignments, in order to be considered for a dispatch to an assignment. Elevated National and Area Preparedness Levels, limited resource availability or other situations may dictate more frequent availability reporting. Agency FMO (or designee) are responsible for the collection and notification of resources' availability status to their appropriate Dispatch Centers. If manual Availability List must be used, at a minimum, Resource Availability Reports must include the resources: Name, Unit, Qualification/trainee positions, geographic availability (local, area, or national). Resources must approve their availability with their appropriate supervisors. Individual Overhead may report their availability by utilizing the self-status option in ROSS. Click on the ROSS icon on the RMA website: <http://www.fs.fed.us/r2/fire/rmacc.html>. For help on ROSS Web Status, contact your local dispatch office. If you are a Team Member, you should show your availability as "Available Local."

Crew Rotation

(i.e. engines, handcrews, resources grouped by a single request number) Sending and receiving units will be responsible for arranging travel and swapping, and for initiating .mob information about crewmember rotations. Information will be passed through normal dispatch channels to keep GACCs informed.

Resource Record Keeping

Dispatch centers will be responsible for keeping their Resource database current and accurate. Resource tracking databases are very helpful for resource mobilization and demobilization information, tracking and statistics, especially for large incidents. Specified resource information will be requested from each dispatch center by RMC on January 15 annually. Contact RMC Intelligence Section for the specific information requirements.

The minimum data fields that will need to be completed within a program for each resource are the following.

| | | |
|------------------|--|----------------------|
| -Incident name | - Incident Number | - Request Number |
| -Resource Name | - Resource Kind | - Position Assigned |
| -Resource Agency | - Resource Home State | - Resource Home Unit |
| -No. Personnel | - Demob Airport | - Assigned Date |
| -Release Date | - Original Order No. (When applicable) | |

21.5.1 DEMOBILIZATION PLANNING

Demobilization shall be carried out in an orderly manner to accomplish a cost effective program commensurate with efficient and effective organization practices.

Planning for demobilization shall begin while the incident is being mobilized. Adequate records of personnel, transportation, and equipment used or being moved during mobilization are necessary. In many instances, demobilization occurs at the same time mobilization is occurring elsewhere. Good coordination can cut costs for mobilization by utilizing demobilized resources from other incidents. All dispatchers and coordinators involved in the mobilization/demobilization effort have a responsibility to assist the incident team in maintaining accurate records for demobilization planning. There must be a conscientious effort at all organizational levels to evaluate cost effectiveness vs. personnel welfare. Considerations for special requests for charter air demob rests with the hosting unit. Communications for demobilization shall be through established dispatch channels. All releases shall be made on the Resource Order from which the resource was ordered.

Demobilization unit and/or Mob Center/ Staging Area should be considered when a unit is experiencing multiple project fires; or, the complexity of a single incident exceeds unit capabilities. Occasionally resources such as crews need transportation when they are demobed. Transportation available at home units or from out-of-Area may be used under the following procedures:

1. Release the resource through normal dispatch channels
2. If the resource is traveling beyond Dispatch Center jurisdictional boundaries specify on the release order that transportation is required (specify date/time needed and pick-up point). DO NOT issue a separate resource order requesting transportation.
3. If resources need to be transported within dispatch center jurisdictional boundaries, and there isn't transportation available within the dispatch center jurisdiction, a resource order requesting transportation shall be issued by the requesting dispatch center.

21.5.2 DEMOBILIZATION RESPONSIBILITIES

a. Incident Team

1. Demobilization plan should be prepared by Planning Section Chief jointly with Logistics Section Chief and approved by the I.C. The plan must include the date and time that resources are available for travel and any need for supplemental transportation. (Coordination with DSP Centers and Area CC is also required.)
2. Distribute the plan to applicable team members, Unit and Dispatch Center dispatchers, and the RMC 24 hours prior to any releases.
3. Hold all resources at the base or staging area until travel arrangements can be made or cleared by the logistics dispatch system.
4. Group crews and overhead for common destination as much as possible to minimize transportation costs. Place grouped resources on same shifts 24 hours prior to intended release.
5. Assure that Area and Unit priorities for release are met (through established dispatch channels).
6. Attempt to assure that personnel shall arrive at their home station by 2200 home station time.

b. Incident/Unit Dispatchers

1. Assist incident team in demobilization planning.
2. Assure that Unit and Area priorities for release are met.
3. Keep Dispatch Centers informed of demobilization plans, progress, and changes.
4. Arrange staging and transportation as necessary.
5. Arrange to have service representatives at departure/arrival points to keep the dispatcher informed of problems and progress (i.e., Fixed Wing Base Manager, etc.).
6. Make sure resource orders are kept current for all releases.

c. Dispatch Center Dispatcher

1. Determine dispatch center priorities for release and relay to incident unit and RMC.
2. Assure that Unit and Area priorities for release are met.
3. Relay demobilization plans to RMC.
4. Keep RMC and Dispatch Center's home units informed of demob process.
5. Arrange for transportation and staging as necessary.

- d. **Rocky Mountain Area Coordination Center**
 - 1. Set Area priorities for demobilization of resources and notify Dispatch Centers
 - 2. Relay demobilization plans to NICC and other Dispatch Centers
 - 3. Keep NICC and Dispatch Centers currently informed of demobilization process.
 - 4. Arrange for transportation as necessary, and only when requested through Dispatch Channels.
- e. **Home or Support Unit Dispatchers**
 - 1. Arrange for 24-hour communication, if necessary.
 - 2. Schedule transportation as required.
 - 3. Arrange to have service representatives at departure/arrival points to keep the dispatcher informed of progress.
 - 4. Order ADO team if necessary.
 - 5. Notify Dispatch Center and/or RMC, through established dispatch channels, if resources do not arrive at home within a reasonable time of their scheduled arrival.

21.5.3 RELEASE PRIORITY GUIDELINES

The following release priorities may be influenced by incident needs, however, the following shall normally apply for a single incident unless otherwise notified:

- a. **Crews:**
 - 1. Out-of-Area agency regulars (Type 2).
 - 2. Area agency regulars (Type 2).
 - 3. Out-of-Area Hotshot crews (Type 1).
 - 4. Organized crews both out-of-area and in-area (Type 2) (such as SLV, Montana Native Americans, SRV, etc.).
 - 5. Area Hotshot crews (Type 1).
- b. **Helicopters:**
 - 1. CWN or rental agreement.
 - 2. Within Area helicopters required for initial attack at home unit due to fire activity or potential thereof.
 - 3. Out-of-Area contract helicopters.
 - 4. Within Area contract helicopters not required for initial attack.

- c. **Radios:**
 - 1. Assemble National Fire Cache Radio Command & Logistic Systems and ship to Denver or Boise via airfreight or charter aircraft as soon as possible. Coordinate with Dispatch Center and Area Coordination Centers on transportation.
 - 2. DO NOT hold radios on Unit. They must be returned to cache for refurbishing for next fire.
 - 3. RMC radio cache, if on same fire as NIFC System, may be retained for mop-up and sent to Denver for refurbishing.
- d. **Fire Cache Equipment and Supplies:**
 - 1. Local unit cache items
 - 2. Local cooperators cache items
 - 3. Dispatch Center cache items
 - 4. RMC cache items
 - 5. Out-of-Area cache items
- e. **Water Tenders or Engines:**
 - 1. Local unit's need for initial attack.
 - 2. Local cooperators and other units needed for initial attack.
 - 3. Out-of-Area engines.
 - 4. Local cooperator and other units not needed for initial attack.
 - 5. Local units not needed for initial attack.
- f. **Heavy Equipment.**

Same release as in "e" above. National Guard (NG) equipment should be released as soon as local resources can handle or replace equipment. NG equipment will not be held for mop up assignments.
- g. **Overhead.**

Overhead releases shall be as required by the incident management team and the local unit's needs. Strive to consolidate overhead in groups of common destinations.

21.5.4 RELEASE OF INCIDENT MANAGEMENT TEAMS (IMT)

A line officer or a designated representative must approve the transition date and time. The transition must be as smooth as possible and the unit's incident team members should be assigned and start working with incident team members at a predetermined time. The local team should be rested and off fire duty 24 hours prior to takeover.

The incident team should begin phasing in the Unit team as soon as demobilization planning is completed and implementation started. Ninety percent of demobilization will be complete; this includes all resources (crews, engines, supplies, etc.), before the team leaves the incident.

The following criteria shall be considered before the release of any team:

- a. **Fire management activity is at the level and workload a local team can reasonably assume.**
 - 1. Fire must be in a condition agreed to by the Line Officer and IC.
 - 2. All surplus resources should be released and demobilized.
 - 3. ICP and camp shutdown, reduced, or in the process.
 - 4. Logistic Section Chief has manifested and hand receipt supplies and equipment items that are to remain on fire to local unit.
 - 5. Planning Section Chief has prepared a narrative fire report and individual fire report as part of final fire package.
 - 6. Finance Section Chief should have all known finance problems resolved. Contact made with Unit budget and financial personnel.
 - 7. Line officers objectives accomplished as negotiated by the IC.
 - 8. Overhead/Trainee performance ratings completed and submitted to Unit as final package.
 - 9. IMT fire critique completed and notes included with final fire package.
 - 10. Line officer team rating complete.
- b. **Finance and/or Logistics Section Chief may have to stay longer or return to resolve problems.**
- c. Unit Manager and Agency Fire Specialist should debrief interagency team and prepare evaluation as soon as possible before release. All concerned should strive to make the evaluation process a meaningful critique of the actions of the IMT and the hosting unit that will lead to constructive changes. The debriefing should include key personnel essential to the closeout and be conducted in a facility suitable for candid discussion of the issues. Any problems encountered should be addressed in the debriefing, not delayed until the IMT has left the unit, unless there is no way of knowing about the problems until after the IMT has left. The Agency Administrator, in writing to the Incident Commander of the IMT and the Area Coordinator no later than October 15th each year, should address additional problems encountered. The Coordinator will maintain the records and provide a copy of this information to the Operations Committee Chair to help with the evaluation and selection of IMTs.

ITEMS TO COVER:

- 1 Unit Manager should give overall team performance evaluation in writing.
- 2 Evaluation of unit preparedness and dispatch organization.
3. Were objectives met?
4. Cost effectiveness?
5. Outstanding or poor performance of individuals, crews, or others involved in the suppression, mobilization, demobilization of the fire.
6. Special problems and recommendations to be brought to the attention of Agency Administrator and Dispatch Center or Rocky Mountain Area Coordination Centers.

Should an Interagency incident team be assigned to a incident and the above or portions of the above criteria cannot be followed due to the nature of the emergency or other problems, the assigned IC and staff shall work with members of the incidents unit to assure that the necessary criteria is met and that a smooth transition in both accepting and releasing an incident, takes place.

22 OVERHEAD/CREWS

General

Area assignment of personnel to an incident is designed to:

1. Mobilize personnel on a closest available forces basis. However, units should not compromise minimum initial attack capabilities.
2. Respond to incident in a timely manner.
3. Respond to and manage incident according to objectives and parameters set forth by unit line officer.
4. Provide an opportunity for key personnel to maintain fire management proficiency and broaden their background and experience.
5. Develop national fire leadership.

Fire assignment personnel are reminded that weight and bulk of personal gear may become restrictive during transport. See 410-1 NWCG Fireline Handbook for personal equipment checklist and RMA 12 Standard Cubes, Weight Limitations, and Gear for personnel.

All resources are expected to be capable of being self-sufficient when going on assignments (especially Crew Reps, Interagency Resource Reps and ADs) If a resource is unable to be self-sufficient it is necessary to notify the receiving unit prior to mobilization so they can make needed arrangements.

Requests for overhead by name is discouraged since this generally delays arrival time and does not allow for management input, however, name requests will be processed when specific skills or Agency management needs are required. If a name request is approved, the requesting unit must assure that the individual is available. It is the responsibility of the requested resource to notify their respective dispatch center of an incoming request and to confirm their availability. The ordering GACC will contact the NICC coordinator and the sending GACC to inform them of the order. Name suggestions for hard to fill positions will be accepted. It is not necessary to assure availability of the individuals used as a Name suggestion, since it is not guaranteed that the individuals will be requested.

In ROSS, the name request should be entered under “Special Needs”, for the 2003 field season. Initially this is entered under the “New Request Screen”. Once the request has been created, it can be found under “Special Needs” for that particular request under “View Request” in Pending Request Screen, Request Status Screen, and a few other screens within ROSS.

Dispatchers/Coordinators are responsible for the organization, availability status and dispatch of overhead personnel within their sphere of influence. Dispatch Centers should keep their personnel informed of the incident situation Area-wide and Nationally.

Dispatch Centers and RMC shall coordinate air and ground transportation to incidents. Under no circumstances shall home units or individuals take it upon themselves to move overhead without confirmation from the Dispatch Center or RMC. It is dispatch’s responsibility to make all travel arrangements for resources.

Performance Ratings

Overhead performance ratings will be filled out and submitted to the Area Coordinator only under the following circumstances:

1. Outstanding individual performance and/or recommendations for advancement to higher-level positions.
2. Deficient performance that constitutes a need for additional training (on-the-job or formal) or judgment that the individual should be moved down to a lower position.
3. Whenever an individual is in a trainee position.

Qualifications List - First the Alternate List (list of individuals who applied for IMT positions, but were not selected) then the Dispatch Center Availability List will be the source document used by RMC to fill Area and National overhead requests.

All qualified personnel have the responsibility to keep their dispatch centers informed of their availability. This can now also be accomplished through the web status ability.

In most cases orders will be filled by closest forces and the most cost effective and time efficient method. The qualifications list is intended for area and national response.

Training Assignments

The Priority Trainee List developed by the RMA Operations Committee will be the first document source used to find/fill trainee slots, then the Dispatch Center Availability Lists. Training priorities shall be established based on shortages and future needs as determined by the RMA Operations Committee.

Fire Suppression Performance Evaluation Guidelines for Position Certification

A key component in the ICS position certification process is the subjective evaluation by management of an individual's competency to perform in a position. Completion of training and prerequisite experience requirements alone does not assure that an individual can perform the work. Consequently, the Wildland and Prescribed Fire Qualification System Guide 310-1 requires that "satisfactory performance" in many positions is necessary before certification in those positions can be granted. To assist management in their responsibility the following guidelines are established:

1. Dispatch Centers and units will provide the emphasis and priority for fire performance assignments for personnel within their area of influence. The RMA operations Committee will prioritize shortage positions and identify individuals for each shortage position, based on an analysis of area needs.
2. The host fire unit or agency is responsible for determining the appropriateness and level of trainee participation.
3. Teams on assignment both within and outside the area shall be prepared to consider and provide for performance assignments for individuals from the local unit or jurisdiction. The team should request a training specialist if more than four (4) trainees are assigned.

4. RMC is not normally involved in facilitating performance assignments within units or jurisdictions hosting the fire activity. RMC will use the (1) Area Priority Trainee and (2) Dispatch Center Availability Lists for filling area and national requests.
5. Incident Management Teams/Training Specialist shall initiate, in conjunction with local units, performance assignments, which enhance the development of personnel filling these assignments. Trainee shall not be used to fill other needed positions for which he/she is qualified unless those positions cannot be obtained and an emergency exists. The trainee shall be reinstated as a trainee as soon as possible after the emergency. Both the trainee and the incident commander must agree upon this action.
6. Teams, training specialists or local unit fire managers, dependent on who is responsible for training, will provide notification of completion and qualification of trainee (s) to the appropriate units or agencies. RMC should be notified so the person can be removed from Area Priority Trainee List or if an additional assignment is needed that could also be noted.
7. The area priority trainees will be assigned in advance by Rocky Mountain Operations Committee to the teams and will be on-call with the team.

Prerequisites for other positions may require satisfactory performance in a lower position and/or some another position. Managers need to review their Wildland and Prescribed Fire Qualification System Guide 310-1 for specifics.

Trainee

An individual, who has completed the appropriate classroom training, meets prerequisite experience requirements and has an initiated task book, but who needs to demonstrate satisfactory performance in the target position for certification. The trainee assists in the overall suppression effort by performing in the position, and is evaluated by a coach, training specialist, a person already certified in the position or a person in a higher position.

Observer:

Individual is assigned as an observer to shadow qualified performers. They receive knowledge through observation but do not actively assist in the overall suppression effort. Normally an observer does not meet all prerequisite training to become qualified in the position. (Billing observer's time to the incident is not appropriate in this situation.)

“ON CALL”, “ALERT”, & “ON STANDBY” status shall be interpreted as follows:

“ON CALL”

- a. Not considered to be in pay status.
- b. Personnel “On Call” status shall have their individual fire packs in close proximity to their person at all times.
- c. Personnel in “On Call” status are responsible to keep their respective dispatch office currently advised as to their movements and how they may be contacted.
- d. The hours designated to be on call status such as 2, 8, etc., are the number of hours the individual shall have to report to an airport for pick-up or to be enroute via ground transportation to the fire area.

“ALERT”

- a. Not considered to be in pay status.
- b. Prior notification that a situation is/may be developing that will require activation of resources.
- c. “Alert” will remain in effect until notified otherwise.

“ON STANDBY”

- a. Resource is at a specific designated location awaiting assignment.
- b. Times eating and sleeping is not considered in pay status.
- c. Notification of standby status for overhead teams shall originate from the Rocky Mountain Area Coordination Center.
- d. Only unusual or extreme circumstances would require a request for “standby” status

22.1 MOBILIZATION (Refer to NMG 22.1)

22.1.1 WORK/REST, LENGTH OF COMMITMENT, AND REST & RECUPERATION
(Refer to Incident Business Handbook)

22.1.2 MOBILIZATION CENTER CRITERIA

Definitions

Mobilization Center - An off incident location at which personnel and equipment are temporarily located pending assignment, release, or reassignment.

Staging Area – That location where incident personnel and equipment are assigned on a 3-minute response, availability status.

RMA Mob Centers will be activated by the RMCG, normally within PL 4 or 5.

RMC is responsible for ordering and the Mob Center Manager is responsible for

the Mob Center's operational oversight.

Dispatch centers should pre-identify locations to facilitate opportunities for the prepositioning of resources during severe conditions and high levels of mobilization.

Three levels have been identified. Levels are based on physical size of facility, transportation systems (Commercial Air Service/Buses) and ability to properly support total numbers of personnel.

Level 1 = 1-20+ crews; Level 2 = 6-20 crews; Level 3 = 1-5 crews

Level 3 Mob Centers are normally activated and supported by a local area, to meet a local areas needs.

Level 1 and level 2 Mob Centers are activated and supported by the RMA to meet the needs of the RMA.

Criteria considerations necessary for Mob Center operations are:

- FEEDING capability (local or on-site)
- SANITATION: service contract for portable toilets, and hand/face washing capabilities,
- Gray water pumping for kitchen, if on-site
- SHOWERS available (on-site or local i.e., school, armory)
- SHELTER NIGHT/DAY for sleeping, shade, inclement weather; lighting
- COMMUNICATIONS: internal (loudspeaker), external sites radios, fax, phones for contact with dispatch, recreation facilities, etc.
- RECREATION arrangements; consider the physical location, visibility to general -public, activity levels.
- SECURITY (day and night)
- TRANSPORTATION arrangements: mob center/airport, to incidents, etc.
- SUPPLIES - minimal cache
- MEDICAL station: first aid capability only
- SUPPORT PERSONNEL (minimal needs):
- SOFR, FACL, GSUL, SUPL, CAMP, SEC2, EMT's, PTRC, STAM

This list can be reduced or expanded with the size of the mob center.
(Refer to RMA Operations Guide)

22.2 DEMOBILIZATION (Refer to NMG 22.2)

22.3 CREWS (Refer to RMG & NMG 60)

Crews will be ordered by type. Four types exist for National or Interagency assignments. They are Type 1, Type 2, Type 2 with initial attack capability, and Type 3. Refer to RMG 62.2 for minimum crew standards for national mobilization. Standard crew size is 20 persons maximum and 18 persons minimum (including Crew Boss, Crew Representatives and trainees).

There is a mix of crews available within the Area for dispatch to any fire management agency on a first request, first assist basis. Requests for crews will normally be by the closest available forces concept however, high consideration should be given to AD casual firefighter crews when such crews can meet desired time frames. There needs to be a balance, when feasible, between agency crews accomplishing programmed mission and redeeming emergency fire fighting responsibilities. The Rocky Mountain Area Coordination Center shall endeavor to rotate crew fire assignments to maintain currency in fire fighting forces.

Whenever possible it is preferred that crews are dispatched with their own transportation that can stay with them. However, it is ultimately the requesting units decision to order what they want. Dispatch will attempt to meet the requested needs of the ordering unit.

All crews mobilized are authorized to bring up to 2 chain saws, provided there are qualified sawyers assigned to the crew and saws are authorized by the requesting unit and transport. Crews traveling by air will not bring hand tools.

BE AWARE: MOB - Due to the possibility that Commercial Airlines may deny the transport of chainsaws, crews may not want to attempt to bring their saws. Saws can be ordered by the incident for crews without saws. Crews attempting to take chainsaws should always be prepared to ship or leave if not accepted by the airlines. DEMOB - Crews may be required to leave saws behind, or to ship them home, depending on the Air Carrier. When mobilizing crews outside their respective dispatch centers, RMC will require a crew manifest within 2 hours after mobilization.

Total crew weight may not exceed 5100 pounds. Weight limitations for crews will be strictly enforced. Specifically, in order to keep crew weights within established limitations:

1. Canteens are to be emptied before boarding aircraft.
2. All crews will be weighed at their departure points. When crew gear exceeds established limitations a designated officer shall inspect all gear and cause gear in violation of established limitations to come into compliance. Individual crewmembers shall be responsible for the method of return of any gear that may be left behind.
3. Fusees will not be carried by any person traveling by air or commercial ground transportation.

4. All gas containers and saws must be emptied and purged before being loaded on any fixed wing aircraft or commercial ground transportation.
5. Shifting of equipment/personal gear between crewmembers to equal out weights will not take place.

When four or more crews are mobilized for out of Area assignment, an Interagency Resource Representative (IARR) will be dispatched by RMC. (Refer to NMG 22.3)

(Refer to the 410-1 NWCG Fireline Handbook and RMA IARR Guidelines)

22.4 SMOKEJUMPERS

(Refer to NMG 22 and 43 SMOKEJUMPER AGREEMENT)

Rocky Mountain Area has a contingent of 12 Smokejumpers and one aircraft. The Smokejumpers will be dedicated RMA resources from approximately June 1 through September. When the RMA Contingent is located in Boise, RMC Coordinator on Duty will deal direct with the Smokejumper Duty Officer in Boise for resource movement and prepositioning of the Smokejumpers. RMC will monitor the RMA severity and fire situation closely and preposition Smokejumpers as necessary. Smokejumpers are available with Paracargo, EMT and IA Command capability. They are a primary Initial Attack tool and will be managed accordingly.

Mobilization: Adjacent dispatch centers may order Smokejumpers direct from the unit hosting the Smokejumpers. (For example Moab, Montrose, Craig will order IA Smokejumpers from GJC). If Smokejumpers are not available the ordering unit will place the SMKJ order with the GACC (Moab orders from EBC, RMA units order through RMC). Booster Reinforcements of Smokejumpers will be ordered by RMC. I.A. orders for Smokejumpers are done on an Aircraft Resource Order in the RMA. Refer to NMG for more information on ordering Smokejumper IA and Booster Loads

22.5 HELICOPTER MODULES (Refer to NMG 22.5)

The RMA requires that a Helicopter module be attached to all CWN helicopters used on interagency incidents within the RMA. CWN helicopters and modules will “marry up” **prior** to going to an incident. Identify a Specific Location (i.e., airport, FBO, etc)

22.6 COMMUNICATIONS COORDINATION (Refer to NMG and RMG)

In regards to programmable radios, frequency management, and programming authority, “It is the responsibility of the ordering unit to pre-identify authorized radio frequencies, interagency communications plans, and authorized personnel to program incident communications plans into radios of resources sent from another unit. Frequency management and programming authority are the responsibility of unit fire management officers in conjunction with unit telecommunications managers. Suppression personnel should not be expected to provide these functions or capabilities.”

22.7 INCIDENT METEOROLOGISTS (Refer to NMG 22.7)

An Incident Meteorologist (IMET) will be ordered for each Type 1 Incident within the Rocky Mountain Area.

22.8 CACHE SUPPORT POSITIONS (Refer to NMG 22)

CAST-Supv Supply Clerk/Tech; CASC-Supply Clerk/Tech; CDSP-Cache Demob Specialist

22.9 INCIDENT MANAGEMENT TEAMS (IMT)

(Refer to the NMG 22.9 for National Type 1 Team Rotation Procedures)

The Rocky Mountain Area will maintain one Type 1 long team, at least one Type 2 long team, and two Fire Use Management Teams.

Ordering units will be allowed to order up to, but no more than three chief positions (Type 1 or Type 2 qualified) to fill local needs.

Orders will be filled from the RMA Availability List.

If more than three chief positions of an IMT are required for an incident then units shall order a short Type 2 team at a minimum. (Refer RMG 68.2 and RMCC Website (<http://www.fs.fed.us/r2/fire/rmacc.html>) for RMA Incident Management Teams and on-call schedules.) (Refer NMG 68.2 for national team configuration.)

Each Team member will be assigned an individual “O” request number.

Team members are committed to their team and will not go on miscellaneous overhead assignments (freelance), unless pre-approved by the Area Coordinator.

IMT members may only freelance, with pre-approval, into positions that will maintain their current qualifications or enhance their career development.

The IC will not be permitted to freelance.

The personnel listed as Alternates for Type 1 and 2 position will have high priority for dispatch to positions they are qualified for when requests for miscellaneous overhead are received.

The Great Basin Geographic Area and the Rocky Mountain Geographic Area have three (3) Type 1 Incident Management Teams on a combined Great Basin/Rocky Mountain rotation and the National rotation.

These teams are available for dispatch internally between the Great Basin and Rocky Mountain geographic areas and nationally.

When mobilizing an IMT1 between the RM and GB areas, the IMT1 position requests may initially be placed direct (GACC to GACC), however, once complete, a copy of the order must be sent to NICC.

IMT1 will be demobed through normal dispatch channels.

The combined Great Basin/Rocky Mountain Type 1 Incident Management Teams will be identified on the National Rotation (three separate rotation positions) as “ROCKY BASIN”.

Eastern Great Basin Coordination Center (EBC) will be the overall coordinator of the Rocky Basin IMT national rotation.

EBC will serve as the primary contact for NICC for the on-call status of the teams.

NICC will place resource orders for the on-call “ROCKY BASIN” Incident Management Team with the appropriate Coordination Center as follows, with EBC for their two (2) EBC Type 1 teams and RMC for their one (1) type 1 team.

It is the responsibility of the Incident Commander’s Geographic Area Coordination Center to notify NICC/and cooperating GACCs of internal commitment of a team.

Two Type 1 teams may be committed within the Rocky Mountain Geographic Area before the Coordination Center must go to NICC and obtain additional team(s) from the National Roster.

The Rocky Mountain IMT Operating plans are modified and available through the RM IMT IC’s and Operations Committee. RMC will retain a current copy of each team’s operating plans and the RMA IMT Guides.

Rocky Mountain IMT General Operating Guidelines

A. Purpose and general guidelines

1. Rocky Mountain Incident Management Teams (IMTs) are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators within the Area in the management of complex wildland fires. The teams may be dispatched to any kind of incident. Type 1 teams participate in a national rotation as one of the Rocky Basin teams.
2. When assigned, Incident Management Teams serve the Administrator(s) of a local administrative unit or a group of units and will abide by the policies of the agencies for which service is being provided.

Agency Administrators should provide broad consistent direction that will enable a team to develop objectives. It is appropriate to identify priorities, to limit use of certain resources, or to set cost targets, but not to dictate tactics.

Agency Administrators should be available for daily contact with the assigned Incident Commander or designate a representative for this.

3. Incident Management Teams will apply the guidelines given in the NWCG Fireline Handbook and in agency-specific air operations policies to assure safe and effective management strategies and tactics.

Type 1 teams represent the highest level of incident management expertise in the nation. Normally they are ordered and assigned to incidents of high complexity involving multiple agencies or jurisdictions, complex logistical support needs over extended duration, high-level political involvement, and high risks to resources, public safety, or life/property. Type 1 teams are staffed to be fully functional in all ICS sections. Type 1 Teams have expertise to manage complex air operations and can expand to support numerous divisions and groups for extended periods of time.

4. The Incident Commander manages an incident under objectives prepared by an agency or group of agencies, which may be in the form of a Wildland Fire Situation Analysis, and as specified in a delegation of authority from the local agency Administrator(s). This contract may be changed by updating the objectives or the delegation as conditions change.
5. Following completion of assignment, Incident Commanders will request a written evaluation from the Unit Administrator. A completed copy will be sent to the appropriate Geographical Area Coordinator, and the Chairperson of the RMA Operations Committee. The agency administrator will sign evaluations.
6. RMC will be responsible for maintaining current and historical team records.
7. RMA personnel will not participate on other geographic areas Incident Management Teams without prior RMCG approval.
8. IMTs will not be disbanded to form FUMT.
9. Provide training and development opportunities for RMA personnel in shortage fire positions.

B Team oversight

1. The Rocky Mountain Fire Operations Committee provides oversight and management for Rocky Mountain Incident Management teams. To assist in evaluation of team performance, following an assignment and no later than October 15th each year, Incident Commanders will provide the following records for each incident to the Rocky Mountain Area (RMA) Coordinator, and the RMA Operations Committee Chairperson. The Coordinator will maintain the records.
 - a. Team Narrative of actions on the incident during period of assignment,
including daily and cumulative cost summaries.
 - b. Evaluation by Agency Administrator
 - c. Evaluations of Command and General Staff positions

- d. Unavailability lists for all primary team members and justifications for failure of IMT members to fill positions.
 - e. Safety record - significant issues or incidents.
 - f. List of trainees that were qualified.
2. Incident Commanders will meet with the Operations Committee following the fire season to review performance and identify problems for management solution. Reviewing incident documents will assist Operations Committee in identifying needs within fire teams, support structures, and agency organizations.
 3. The Incident Commander will immediately deal with any performance problems by team personnel or grievances. Direct notification should be made to the Operations Committee. Any recommendations for actions including replacement and grievances will be directed to the Operations Committee and RMCG. Actions will be taken as deemed appropriate and agreed to by RMCG.

It is the responsibility of the Incident Management Team to forward all performance appraisals to Chair of the Operations Committee and RMC. Evaluations indicating deficiencies or sub-standard performance will be immediately forwarded to the RMCG representative from the same agency as the person evaluated. Team member and IC will sign evaluations.

In the events the Operations Committee is required to investigate and/or recommend corrective action of an IMT or IMT member, an Operations Committee member who is also a member of the IMT being investigated or being considered for corrective action will abstain or defer from participating in the investigation or drafting of the corrective action recommendation.

C. Team member qualifications and selection

1. The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. All team members must meet NWCG 310-1 qualification minimums. Agencies with more restrictive agency-specific qualifications will assure that team members from their agency meet the respective applicable standards.
2. Diversity of representation on teams in terms of agency, race and gender are desired.

3. Incident Commanders and Deputy Incident Commanders will be selected by the RMCG. The Operations Committee and the Incident Commanders will select remaining team members. All primary team members will be selected for a three-year commitment, unless otherwise specified by RMCG. Final IMT selections will be approved by RMCG.
4. Selection of IMTs will be accomplished simultaneously to provide area wide continuity and balance.
5. Command and General staff members of Type 2 teams will not be available for participation on Type 1 teams until completing at least one year of service on Type 2 teams.
6. After Primary IMT positions are selected, the remaining qualified applicants will be placed on the “Alternate List”, or pool of qualified individuals. The Alternate List is the first list RMC will use to obtain resources. The Operations Committee will also identify Trainees to attach to the IMTs; remaining trainee applicants will be prioritized and placed on the “Priority Trainee” List.
7. Complete team rosters will be provided to the Rocky Mountain Area Coordination Center (RMC) by the Operations Committee to be published annually in the Rocky Mountain Area Interagency Incident Mobilization Guide.
8. Team members may be selected and assigned as a primary for only one team.

D. Team member recruitment and nomination process.

1. Recruitment notice will be made to RMCG agency representatives. Each agency will be responsible for dissemination of information within their agency in a timely fashion.
2. Candidates available for team selection will gain approval from the appropriate supervisor or participation for the three-year commitment period or the remaining balance of the current 3-year term.
3. Incident Commanders will inform the Operations Committee and the Area Fire Coordinator of anticipated team vacancies prior to recruitment notice preparation, if vacancies develop during the 3-year IMT commitment.
4. Applicable decisions- a recruitment letter will be prepared, and sent out listing required response dates.

Response Dates:

- 10/1** IC/Deputies Applications to RMCG Chair. This is the responsibility of the Operations Committee Representatives.
- 10/15** IC's and Deputies selected by RMCG
- 11/1** Applications sent out for remainder of teams. This is the responsibility of the Operations Committee Chair.
- 12/1** Nominations due to Agencies Operations Committee members.
- 12/15** Selection completed and Notification done for 520 candidates for the next national training course.

E. Tracking of team members

1. The Area Coordination Centers will maintain records to assist the Operations Committee in team management: track elements such as training, qualifications, shortages, etc.
2. The Area Coordination Centers will maintain a list of primary team members who were not available for dispatch at time of call-out, for use by the Operations Committee and IC's. The Committees will review continuance of team members who miss a combination of more than three on-call rotations or assignments, based on IC recommendations. Agency representatives will contact the local unit to verify commitment and determine pertinent circumstances. IC will collect this information and provide to the chair, Operations Committee and Area Coordinator as stated in Item B.1.

F. Mobilization

1. RMC will mobilize the Incident Management Teams.
2. All on-call teams will be available for mobilization within two hours during the designated on-call period (Also see NMG 22.). Teams that are second in rotation will be on 8-hour call-up and third up is a 24-hour call period. Area Coordinator may adjust these timeframes as needed.
3. The 3 RM/GB Type 1 IMTs will be on one-week on-call rotations for the RM and GB areas. These teams are on the National rotation as well.

The 2 RM Type 2 IMTs will be on two-week on-call rotation. (Refer to RMG 60 for the rotation schedules.)

G. Team configuration

1. Units within the RMA will order teams by TYPE (1 or 2). RM Long team configuration will be the normal response within the Rocky Mountain Area, unless the requesting unit specifically requests a short team (National standard).

The following additional positions are authorized for the Rocky Mountain IMT1

| | |
|----------------------------------|----------------------------------|
| Plans Section Chief T1 | Safety Officer T1 |
| Logistics Section Chief Deputy | Supply Unit Leader |
| Facilities Unit Leader | Ground Support Unit Leader |
| Security Manager. | Cost Unit Leader |
| Medical Unit Leader | Demob Unit Leader |
| Training Specialist | Helibase Manager 1 |
| Security Manager | Receiving & Distribution Manager |
| Equipment Manager | Ordering Manager |
| Documentation Unit Leader | 3 - Division Group Sups |
| Structural Protection Specialist | Computer Technical Specialist |

For long team dispatches **outside** the Rocky Mountain Area, the IC will coordinate with the requesting unit in order to achieve acceptance of these additional positions.

2. Type 2 teams dispatched outside of the RMA will generally be configured to the RMA standard IMT2 long team. Type 2 configuration within RMA will consist of 28 primary positions.
3. The RMA Type 1 Team will be statused and maintained in a Long Team configuration. (Refer to RMG 60 IMT rotation).

The RMA Type 2 Teams will be statused and maintained in a Long Team configuration. (See Ch 60 IMT rotation).

G. Team configuration

Standard IMT will consist of the following configurations at a minimum, unless the ordering unit makes specific requests for other configurations.

RM T1 Team

Incident Commander
Incident Commander (T)
Safety Officer
Information Officer
Operation Section Chief (2)
Air Operation Director
Planning Section Chief
Planning Section Chief (T)
Logistics Section Chief (2)
Logistics Section Chief (T)
Finance Section Chief
Ops. Branch Directors (2)
Division Supervisor (3)
Div Supervisor/Structure Protection Specialist
Division Supervisor (T)
Air Attack Group Sup
Air Support Group Sup

Air Support Group Sup (T)
Documentation Unit Leader

Team configuration continued...

Resource Unit Leader (2)
Situation Unit Leader
Situation Unit Leader (T)
Fire Behavior Analyst
Facilities Unit Leader
Facilities Unit Leader (T)
Supply Unit Leader
Ground Support Unit Leader

RM T2 Team

Incident Commander
Incident Commander (Deputy)
Incident Commander (T)
Safety Officer (2)
Safety Officer (T)
Information Officer
Information Officer (T)
Operation Section Chief (2)
Operation Section Chief (T)(2)
Planning Section Chief
Planning Section Chief (T)
Logistics Section Chief
Logistics Section Chief (T)
Finance Section Chief

Finance Section Chief (T)
Division Supervisor (3)
Div Supervisor/Structure Protection Specialist
Division Supervisor (T) (2)
Air Support Group Sup

Air Support Group Sup (T)
Documentation Unit Leader
Resource Unit Leader
Resource Unit Leader (T)
Situation Unit Leader
Situation Unit Leader (T)
Fire Behavior Analyst
Facilities Unit Leader

Communications Unit Leader
 Communications Unit Leader (T)
 Time Unit Leader.
 Time Unit Leader. (T)
 Computer Tech Specialist
 Computer Tech Specialist (T)
 Comp Unit Leader
 Comp Unit Leader (T)
 Cost Unit Leader
 Cost Unit Leader (T)
 Procurement Unit Leader
 Procurement Unit Leader (T)
 Medical Unit Leader
 Demob Unit Leader
 Training Specialist
 Helibase Manager 1
 Security Manager
 Receiving/Distribution Mgr.
 Ordering Manager
 Equipment Manager
 Equipment Time Recorder

Supply Unit Leader
 Supply Unit Leader (T)
 Ground Support Unit Leader
 Ground Support Unit Leader (T)
 Communications Unit Leader
 Communications Unit Leader (T)
 Time Unit Leader.
 Time Unit Leader. (T)
 Computer Tech Specialist
 Cost Unit Leader
 Cost Unit Leader (T)
 Medical Unit Leader
 Training Specialist
 Status Check-in Recorder

Trainees

EVERY EFFORT WILL BE MADE TO DISPATCH TRAINEES

1. Up to 14 pre-designated trainees will be attached to the IMT1; up to 18 trainees will be attached to the IMT2s within the RMA. For national dispatches, six (6) trainees are allowed for the Type 1 team and the trainees will be negotiated for Type 2 teams. Dispatch of additional trainees requires approval of the ordering unit and will be negotiated for acceptance by the IC. Coordination Centers will make every effort to substitute for those trainees unavailable while up on on-call rotation and prior to mobilization.

Assigned trainees are not available for miscellaneous overhead assignments unless the assignment provides equivalent experience at the specified trainee level.

2. RMC will maintain priority lists of shortage positions and trainees as provided by the Operations Committee by Dec. 15th. RMC will automatically fill IMT trainee slots in the event that the assigned trainees are not available for their on-call period. (RMC must be notified of individual's unavailability prior to mobilization.) These lists will also be used to fill requests for individual overhead trainee positions.
3. Trainees are not permanent team members. The trainee program is to enable the trainee to perform the job under supervision of qualified individual who can work with the trainee to build confidence and increase skill levels, not to train them to be a master performer. Upon fulfilling the on-the-job requirements, an assigned trainee should be replaced with another.
4. A training specialist should be ordered for incidents with four or more trainees to monitor the training process, assure its validity, and complete necessary position task books. This position will be charged to the incident.
5. Documentation of trainee assignments will be provided to the trainees home unit, dispatch center to the Chair of the Operations Committee, and to RMC upon completion of assignment to an incident. The Area Coordinator will remove individuals from the trainee list as appropriate.

I. Substitutes/Alternates

1. The RM Type 1 and 2 teams will be considered ineligible for assignments if the assigned Incident Commander is unavailable, or it is necessary to have more than two substitutions to fill Command/General Staff positions.
2. Substitution of IMT members during assigned availability periods will be made by the Coordination Center based on the Alternate and Availability lists. Every effort will be made to substitute any team member within the IMT respective geographic area. In the event sufficient resources are not available within the geographical boundary to fill Type 1 team positions, the resources needed to fill the vacant Command and General Staff positions on the team may come from the GB area. The resource must be requested prior to mobilization. Vacant IMT1 and 2 positions, which are unable to be filled prior to mobilization, will be placed through Dispatch Channels at the time of mobilization.
3. Substitutes will be for the whole remaining call-out period.
4. Alternates List: Individuals who applied for IMT positions, but were not selected will be placed on the Alternate List
 - *Alternate List members may accept other fire assignments as opportunity permits.
 - *Alternate List members will have priority of dispatch over individuals from the RMA *Availability Lists.

*Alternate List members must report availability through the dispatch system.

*Alternate List members will be grouped by position, listed by name, unit and dispatch center.

*RMA and the dispatch organization will do their best to rotate individuals through the listing. Given considerations for closest forces and consolidation for transportation, the dispatch system will attempt to give Alternate List members equal opportunity for assignment. The quals, and Dispatch Availability Lists will be used for those overhead positions not filled from the Alternate List.

*Alternate List members are only on-call with IMTs when requested by RMC. Alternate List members will be requested to be on-call with IMTs for designated timeframes, after which they will return to the Alternate List and will again be available for other assignments.

J. Replacing assigned team members

1. Incident Commanders will contact the Operations Committee Chair and RM Area Coordinator to request permanent replacement of an assigned team member. The request will include the reason for the request and names of suitable replacements.
2. The Area Coordinator will obtain a list of qualified replacements and notify the Ops Committee Chair. The Ops Committee Chair will contact committee members regarding the request, gain consensus for the replacement, and notify RMC of the replacement request result.

K. Team use concepts

An Incident Complexity Analysis should be utilized by Agency Administrators/Fire Management Officers to establish incident complexity and determination of need and type of incident management organization necessary to accomplish protection objectives. Management considerations should include complexity involvement of multiple agencies or jurisdictions, complex logistical support needs over extended durations, high-level political involvement, high risks to resources, public safety, or life/property, extreme fire behavior conditions, and span of control (Refer to RMG 28 for Incident Complexity Analysis)

1. Type 1 teams represent the highest level of incident management expertise in the nation. Type 1 teams are staffed to be fully functional in all sections of the ICS and to provide initial logistical support for two operational periods. Type 1 teams have expertise to manage complex air operations and can be expanded to support numerous divisions and groups for extended periods of time.

2. Type 2 teams are staffed to manage incidents which exceed the capability of forces on a local administrative unit but which are not so complex as to require a Type 1 team. Type 2 teams can be expanded to manage several divisions or groups, but have limited capability to manage complex air operations.
3. A Type 3 team may be set up within an administrative unit or the area of a local dispatch center to provide incident management expertise which can be quickly mobilized. Type 3 teams are not fully staffed in all sections of the ICS. Because of limited staffing, Type 3 teams will depend heavily on the local Administrative Unit for logistical support. A typical Type 3 team will be comprised of a fully qualified Type 3 Incident Commander and individuals fully qualified at Unit Leader levels and performing in appropriate general staff positions.

Ordering units will be allowed to order up to, but no more than three chief positions (Type 1 or Type 2 qualified) to fill local needs. If more than three chief positions of the Type 2 qualification are required then units shall order an IMT. Type 2 teams should be considered and utilized to replace Type 3 teams in the event the incident escalates as monitored through a complexity analysis.

L. IMT Assumption of an incident:

To ensure the orderly transfer of fire suppression authorities between agency administrators and IMTs, the following guidelines for IMT assumption of project incidents are provided. This information is for the assumption and release of incoming IMTs plus a checklist of information and data the receiving agency needs to provide. Some information will be transferred in written format and some in verbal communication only.

Assumption of a major incident:

1. The assumption of a fire by an IMT must be as smooth and orderly as possible. It must be remembered that the local agency team is in charge until officially released.
2. Ordering agency should specify expected time of arrival and expected time of take-over by the team (these times should be realistic in terms of travel times and obvious operational period breaks).
3. The teams should contact the local agency dispatchers in advance and arrange for:
 - a). Anticipated support staff,
 - b). Location of Agency Administrator briefing, and
 - c). Transportation needs.
 - d). Pre-order coordination

4. The ordering agency should do the following prior to the arrival of the team:
 - a). Determine fire camp location,
 - b). Order fire camp, supplies, and initial basic support organization for the fire,
 - c). Determine transportation needs of the team (from ordering agency to fire and on fire),
 - d). Determine Unit Administrator briefing time and location,
 - e). Obtain necessary information for Unit Administrator briefing,
 - f). Order communication cache, and
 - g). Prepare WFSA.
5. Two briefings should take place: first, the Unit Administrator should brief the team at a site away from the fire. Second, the agency Incident Commander should brief the team. Transition period of take-over will depend upon complexity, expertise of local fire team, and/or other problems.

M. Team operations plans

1. Incident Commanders of Type 1 and Type 2 teams in the Rocky Mountain Area will develop individual team operations procedures to supplement these guidelines. Procedures will be provided to Operations Committee by the time of the annual pre-season team meetings. A copy will also be given to RMC.
2. Team operations procedures will include a team meeting before fire season.

N. Incident Commander input to Rocky Mountain Coordination Group

1. Incident Commanders should attend all RMCG and Operations Committee meetings where IMT operations are planned for discussion for the purpose of providing information and advice.
2. Incident Commanders will contact the Area Coordinator immediately for assistance in resolving operational problems during fire operations.

O. Team rotation and assignment

1. Type 1 Team will maintain year-round availability. Yearly IMT rosters for IMT1 will be effective from 3/1-2/28 each year to account for annual selection updates. The Type 2 teams will normally be on-call for dispatch between the approximate dates of May 1- October 15. Yearly IMT rosters for IMT2 will be effective from 3/1-10/15 each year to account for annual selection updates. The 3 Rocky Basin Type 1 IMTs will be on one-week on-call rotations for the RM and GB areas. The 2 RMA Type 2 IMTs will be on two-week on-call rotation. (See Chapter 60 for the rotation schedules.)

2. GB/RM Type 1 Team rotation and availability within the areas will be simultaneous with the National on-call rotation. The National rotation will have three slots identified as “Rocky Basin” representing the two “Great Basin” teams and the one “Rocky Mountain”. The team on-call internally between the two areas will be the team up on national call.
3. Once a team has been mobilized, the next team on rotation will fill the remainder of that call-out period and their own scheduled on-call period, so that the scheduled rotation remains the same. If a team is mob/demobed within their on-call period, that team will resume their on-call status, unless otherwise notified. IMT2: Once the second IMT2 has been called, the Area Coordinator will make the determination on establishing a third RMA Type 2 Team using the cadre listing or to defer to NICC for subsequent dispatches of Type 2 needs.
4. Whenever a GB/RM IMT1 is mobilized between the RM and GB Areas, the requesting GACC will place the order for the team and substitutes with the respective managing GACC, as appropriate. (RMC for RM teams and EGBC for GB teams.) Finalized orders will be sent to NICC. (See 22.5 Purpose and General Guidelines)

Transportation information will be processed through “. MOB” procedures. . MOB messages will be received direct from RMC, EGC and WGC offices according to the resources designated home unit.

5. On-call time schedules for the IMT rotations (which may be adjusted by the Area Coordinator as the situation dictates) include:
1st position on rotation list – 2 hour on-call; 2nd – 8 hour on-call; 3rd – 24 hour on-call.
6. Extended rotation periods may be made as requested or necessary by the Area Coordinator. RMC will notify IMT members through normal dispatch channels.
7. Incident Commanders will inform RMC of team availability upon release and demobilization from an assignment. Return to call up status will be negotiated with Area Coordinator. Teams will normally be provided 24 hours between assignments.

P. Team continuity and commitment

1. Teams are on 3-year rotation periods. Commitment to Incident Management Teams shall be for the duration of the team rotation period.
2. A team member who cannot complete the period of commitment shall notify the Operations Committee by submitting a letter of resignation through the Agency Administrator to the team Incident Commander.
3. If a short team is mobilized, the remaining members of the team will be kept on-call for twenty-four hours. After this, these members will be available for free-lance assignments.

4. All IMT members must compete for IMT positions at the end of the designated 3-year IMT commitment period.
5. All overhead team members are committed to their team and will not go on miscellaneous overhead assignments (freelance), unless pre-approved by the Area Coordinator. Freelancing may only occur during Preparedness Levels 1 & 2. IMT members may only freelance, with pre-approval, into positions, which will maintain their current qualifications or enhance their career development. The I.C. will not be permitted to freelance. Alternate members are not considered Primary Team members.

Q. Availability

1. The Incident Commander and Area Coordinator will complete a review of any individual who is unavailable for more than two (or portions thereof) “on call” periods. Recommendations resulting from these reviews will be forwarded to the Operations Committee Chair.
2. Personnel with fire management or line responsibility generally should not serve on teams when incident is on their home unit.
3. Team members are expected to monitor their IMTs on-call rotation schedule and will be considered available and expected to respond to dispatches. **Availability within ROSS must reflect “Available – Local”**. Notification of any unavailability for on-call periods must be made as far in advance as possible, to RMC through appropriate channels. IMT members will make unavailability notification, via electronic mail, to their Dispatch Center, RMC (cornmc@dms.nwcg.gov) and their IC. If notification cannot be made electronically IMT members can make notification via telephone through their Dispatch Centers to RMC. Unavailability notification must include their name, team, unavailability dates and the reason for unavailability. Dispatchers will **NOT** contact IMT members to verify availability during routine IMT rotations.
4. In the event that an IMT is placed on-call outside of the regular rotation dates, Dispatchers **WILL** verify each team member’s availability.
5. IMT rotations and IMT member lists for the current IMTs on-call will be posted to the “RMAcc” web page.
<http://www.fs.fed.us/r2/fire/rmacc.html>, **found under the Incident Mgmt. Team link.**

R. Evaluations

1. Performance evaluations will only be completed for:
 - a. Outstanding individual performance and/or recommendations for advancement to higher position levels.
 - b. Deficient performance, the need for additional training, or recommendation for an individual to be moved to a lower position level.
 - c. Trainees
2. The Incident Commander will deal immediately with any performance problems of team personnel or grievances. Direct notification should be made to the Operations Committee. Any recommendations for actions including replacement and grievances will be directed to the Operations Committee and RMCG. Actions will be taken as deemed appropriate and agreed to by RMCG.

It is the responsibility of the Incident Management Team to forward all performance appraisals to the Operations Committee Chair and RMC. Evaluations indicating deficiencies or sub-standard performance will be immediately forwarded to the RMCG representative from the same agency as the person evaluated. Team member and IC will sign evaluations.

In the events the Operations Committee is required to investigate and/or recommend corrective action of an IMT or IMT member, an Operations Committee member who is also a member of the IMT being investigated or being considered for corrective action will abstain or defer from participating in the investigation or drafting of the corrective action recommendation.

22.9.1 AREA COMMAND TEAMS (Refer to NMG 22.9.1)

In most situations an Area Command should be established when any of the following occur:

1. A large complex incident where two or more Incident Management Teams are assigned.
2. Several large incidents in close proximity to each other when three or more Incident Management Teams are assigned and the duration of the incidents is estimated to be at least 7-10 days.

22.9.2 NPS ALL-RISK INCIDENT MGMT TEAM (Refer to NMG 22.9.2)

22.9.3 INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT)

The primary mission and priority of these teams is to provide managers with skilled and mobile personnel to assist with the management of Wildland Fire Use (WFU) and prescribed fires FUM teams are available as an interagency resource for assignment to all agencies and units. FUMT's consist of the following positions:

- Incident Commander Type 2 (ICT2)
- Safety Officer Type 2 (SOF2)
- Information Officer Type 2 (IOF2)
- Operations Section Chief (OSC2)
- Planning Section Chief (PSC2)
- Long Term Fire Behavior Analyst (LTAN)
- Logistics Section Chief (LSC2)

(Three positions, TBD after discussion with ordering unit)

FUMTs will be ordered through established ordering channels
(Refer to RMG 69.7)

IMTs will not be disbanded to form FUMT.

WFU fires are not covered by suppression funds for the USFS, as it is for the DOI, so it is critical to include the project charge code in block 4 of the resource order form.

22.9.4 INTERAGENCY FIRE USE MODULES (Refer to NMG 22.9.4, and NMG 60)

The National Park Service has nine Fire Use Modules (FUMs). The primary mission and priority of the modules is to provide skilled and mobile personnel to assist with WFU in the areas of planning, fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- Support burn unit preparation.
- Assist with fire effects plot work.
- Support mechanical hazardous fuel reductions projects.

As an interagency resource, the modules are available nationally throughout the fire season. Each module is comprised of a module leader, assistant leader, three to eight module members. See the Fire Use Module Operation Guide for specifics. Modules are mobilized and demobilized through established ordering channels. (Refer to RMG 69.8)

FUM mobilizations and demobilizations are through established dispatch channels.

22.9.5 CRITICAL INCIDENT STRESS DEBRIEFING TEAMS

Critical Stress Management Teams should be ordered under the following circumstances:

1. Employee death
2. Shelter deployment with burn over
3. As requested by unit managers

Each dispatch center will pre identify a local source for critical stress debriefing teams

22.9.6 RM/GB ADMINISTRATIVE DISBURSING OFFICE TEAMS (ADO) (CLASS A)

Requests for ADO teams shall be placed through established dispatch channels to RMC who will in turn contact the Fire Business Management Coordinator. Once the request has been approved an ADO team will be established from a pool of qualified individuals. The team composition will then be given to RMC for mobilization. (Refer to NMG 22)

22.9.7 ADMINISTRATIVE PAYMENT TEAMS (APT) (Refer to NMG 22.9.7)

22.9.8 BUYING TEAMS (Refer to NMG 69)

The National Buying Team Guidelines can be found on the web at www.nwcg.gov/pms.htm.

RM/GB Buying Team members are attached to their team and are unavailable as individual overhead.

The Great Basin and Rocky Mountain geographic areas have established Type 1 and Type 2 Buying Teams. Each team is a single entity, and is not attached to an Incident Management Team. When activated, a Buying Team will be assigned to and work for the Line Officer or designate Administrative Officer of the unit with the incident(s). The teams will be requested, through established dispatch channels. If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Officer will provide those accommodations and services that are necessary for the unit to function. Great Basin Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures.

Type 1 Buying Teams

Type 1 Buying Teams consist of seven (7) positions: three qualified procurement personnel, three personnel support positions, and one procurement or leader trainee. Each team shall have at least one contracting officer with a minimum of \$100,000 warrant authority. Support personnel from the incident unit may be used. (Refer to the Interagency Incident Business Management Handbook Ch 20 and Ch 40).

The Great Basin and Rocky Mountain Geographic Areas have two (2) Type 1 Buying Teams on a combined Great Basin/Rocky Mountain 1 week rotation. One (1) Type 1 Buying Team is also on the 1 week National rotation. These teams will be identified on a national rotation as “Rocky Basin”. Teams will be identified by the Buying Team Leader’s last name.

1. Type 1 Buying Teams consists of 6 members and shall be ordered for all Type 1 Incidents in the Great Basin. This is not required in the RMA.
2. Buying Teams will be statused by the Geographic Area Coordination Center of the team leader:
3. All Buying Team members will be ordered through and mobilized by their respective Geographic Area Coordination Center.
4. The Rocky Basin Type 1 Buying Team call-out schedule is a year around rotation.
5. On-call team members will be available for mobilization within two hours during their designated alert period.
6. If a team stands down, the remaining members shall be available for single resource assignment.
7. Once a team has been mobilized, the next team on rotation will be on alert for the remainder of that call-out period and their own scheduled call-out period.
8. Once two (2) Rocky Basin Type 1 Buying Teams are committed within the Rocky Basin, additional team(s) must be obtained from the National Roster.
9. Team Leaders have the option of standing their team down at any time.

Type 2 Buying Team.

The combined Great Basin and Rocky Mountain areas have 4 -Type 2 Buying Teams. The Buying Team Leader’s will identify teams identified by the Buying Team Leader’s last name. Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures. All requests for Buying Teams will be made through established dispatch channels.

1. Type 2 Buying Teams consist of 3 members and are available for Type 2 incidents or when a local unit has the need for their services due to incident activity.
2. Buying Teams will be statused by the Geographic Area Coordination Center of the team leader.
3. All Buying Team members will be ordered through and mobilized by their respective geographic area Coordination Center.

4. Rotation schedules are based on a two week rotation established for the fire season.
5. On-call team members will be available for mobilization within two hours during their designated alert period.
6. If a team stands down, the remaining members shall be available for single resource assignment.
7. Once a team has been mobilized, the next team on rotation will be on alert for the remainder of that call-out period and their own scheduled call-out period.

Buying Team Substitution Procedures

For Both Type 1 and Type 2 Buying Teams, if the Buying Team Leader is unavailable, a substitute can be filled from the Alternate Buying Team Leader list. (Refer to RMG 60) If no alternate leader is available to substitute, the entire team is unavailable and the next team on the schedule will move up to on-call status.

Team leaders and members are responsible for informing their home unit dispatch office where they can be reached. They must be able to be mobilized within two hours of notification of assignment during their assigned availability periods.

Team members are responsible to know the on-call schedule and be available. This notification should occur sufficiently in advance for a coordination center to provide a substitute. The coordination centers will fill substitutes from a list of qualified buying team leaders/ members. The coordination center will inform the buying team leader of team status through the on-call team rosters distributed via dispatch channels. Substitutes will be for the entire on-call period.

Note: the Team Leader Assistant or a qualified team leader may substitute for the Buying Team Leader. It is possible that all members of a buying team may be substitutes.

Substitutes: Every effort will be made to substitute Buying Team personnel within the BT leaders respective geographic area. In the event sufficient resources are not available within the geographical boundary to fill all team positions, the resources may come from the other area.

Buying team substitutions exchanged across geographic area boundaries may be request only after all resources are exhausted within their area. The resource must be requested prior to mobilization, the substitutes will not be filled during the mobilization process. Vacant positions will be filled through normal dispatch channels by the requesting unit, if the sending GACC has been unable to fill prior to mobilization.

Substitution of team members during assigned availability periods will be made by the Coordination Centers based on lists provided by agency representatives. Substitutes will be for the remaining call-out period.

Procedures for Notification of On-Call Status

Lists of team members will be produced and disseminated by the Team Leaders Coordination Center for each alert period. These lists will be exchanged between Coordination Centers, and will be sent to all local dispatch centers.

Procedures for mobilizing a Buying Team

1. All orders for Buying Teams will follow standard dispatch channels. When a RM/GB Buying Team is mobilized within the Rocky Mountain or Great Basin Geographic Areas the requesting GACC will place the order for the teams with the respective managing GACC, as appropriate. Transportation information will be processed through “. MOB”. . MOB messages will be received direct from RMC, EGC and WGC offices according to the resources designated home unit. NICC will receive completed mob order. Demob will be through Dispatch Channels (through NICC).

Reassignment/Demobilization

1. Normal demobilization procedures for Buying Teams will involve demobilizing the entire team at the same time. However, a unit can request continued assistance from an individual team member after the team departs.
2. Reassignments will occur as needed. Buying Team Performance Evaluations will be completed by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Coordination Center. The Coordination Center will forward evaluations to the Rocky Basin BT Coordinator.

Roles and Responsibilities for Team Coordination and Mobilization

Team Coordination Center. Each team will be statused by the GACC of the team's Leader.

EBC, WBC, AND RMC are responsible for mobilizing individual team members within their geographical areas.

Dispatch Centers: Responsible for team member(s) within their dispatch area.

Team Leaders: Responsible for their team and assure availability of members.

Team Members: Responsible for notifying their Dispatch Center of availability or unavailability prior to each alert period.

22.9.8.1 INCIDENT BUSINESS ADVISOR/COMPTROLLER

This position works under the direct supervision of the Agency Administrator and in coordination with the Incident Command Team during the incident. The primary duty of the comptroller is to provide the Agency Administrator with an overview of the management of the incident, and make recommendations for improvements. In addition, the comptroller should be a valuable resource to personnel involved in the management of the incident. This position should be a problem solver, provide recommendations on issues, be a source of local, regional or even national knowledge, and be a helpful consultant to the Incident's Command and General Staff for the tough or unusual situations that occur. The IBA/comptroller must be a person with vast experience and aptitude to work with people and effectively identify and help solve problems under extreme pressure situations. Agency Administrators should determine if they have qualified resources available to fill the IBA/Comptroller position.

22.9.9 DEPARTMENT OF INTERIOR BURNED AREA REHABILITATION (BAR) TEAMS (Refer to NMG 22.9.9)

22.9.10 WILDLAND FIRE PREVENTION/ EDUCATION TEAMS

National Fire Prevention and Education Teams are effective in the reduction of unwanted human-caused wildland ignitions, particularly when wildland fire severity conditions are imminent and when an area anticipates unusually high fire danger due to human activities, weather conditions or hazardous fuels. Working with local agencies and resources, these teams are equipped to complete on-site prevention assessments and plans, initiate the implementation of these plans and begin immediate public outreach and information dissemination. They can be ordered to support a variety of situations affecting large or small geographic areas.

These teams normally consist of the following positions:

THSP - Prevention Team – Leader
THSP - Prevention Team - Public Affairs Specialist
THSP - Prevention Team - Prevention Specialist

Team composition is determined on a case-by-case basis to meet the needs of the assignment and is interagency in scope. Mobilization of these teams will be coordinated through the RMC and NICC. To order a team the requesting office should contact the Area Interagency Wildland Urban Interface/Fire Education Specialist, located in the Colorado State Office of the BLM at 303-445-4360. Fire Prevention Task Forces may be ordered through RMC without notifying the Area Fire Prevention Education Team Coordinator.

Prevention Teams will be ordered through normal dispatch channels and will utilize a detail request form so as to provide the extra information team members will need to know. (The Area Fire Prevention / Education Team Leader can assist with this process.)

The Area Fire Prevention / Education Team Leader must make notification of the incoming order to RMC.

Fire Prevention / Education Teams work for the ordering unit and are not attached or associated with IMTs. In the event teams require assistance or support, they should contact the local dispatch center.

22.9.11 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST) (Refer to NMG)

RMCG will activate, as they deem necessary.

22.10 FEMA PRINCIPAL ADVISOR

A FEMA Principal Advisor may be ordered for incidents that occur on State lands with threat to life or property. FEMA advisors should be ordered within normal dispatch channels. Orders will be initiated by state agency, governor's office, or FEMA.

22.11 HUMAN RESOURCE SPECIALIST

Civil Rights considerations are essential in management of any emergency incident, and must be given high priority by all members and levels of the fire organization. A Human Resource Specialist (HRSP) is mandatory for all incidents involving Forest Service lands which have 300 or more people in a camp situation. For camps of less than 300, Incident Commanders should examine the situation to determine if a HRSP is warranted. This position will normally work in the Planning Section but as a specialist could work elsewhere at the discretion of the Incident Commander. The responsibility of the position is to monitor civil rights activities and assure that appropriate practices are followed. The Human Resource Specialist (HRSP) will not serve as a counselor.

23 EQUIPMENT AND SUPPLIES

Resource Orders will be maintained by Calendar Year (CY) not Fiscal Year (FY).

RMC will be responsible for coordinating movement of equipment and supplies within the Rocky Mountain Area. See the RMA Cache (RMK) Operations Plan for more details.

ALL EQUIPMENT ORDERS and SUPPLY ORDERS FOR TELECOM equipment will be processed through normal dispatch channels (Incident to Unit Dispatch to RMC). Equipment items include, Mobile Cache Vans Rolling Stock, Caterer and Showers. Telecommunications Equipment, is ordered on a Supply Order through RMC (Refer to NMG 23.1 for new definition of Supply.)

The following Operational Procedure Considerations are included in conjunction with the dispatching of cache resources.

Timeliness and consolidation of orders are critical to the efficient movement of cache items.

Dispatch centers and Expanded Dispatch will receive orders from Type 3 and 4 incidents and fill what they can locally, then place the remaining items with the Rocky Mtn Area Cache (RMK).

Type 1 and 2 Incident Management Teams will deal directly with the cache (RMK) for supply orders (NFES cache items) needed to support the incident. If RMK is unable to fill a supply order, RMK will route the supply order for processing direct to sources outside the RMA, as stated in the National Mobilization Guide and National Cache Operating Plan.

There must be accurate accountability for all cache items.

The prepositioning of cache vans and accountable equipment is encouraged.

Adjoining geographical area units will abide by the same ordering procedures and restrictions as RMA units do for all available RMA resources pertaining to Initial Attack needs.

The National Cache for the RMA is located in Lakewood, CO.

National Caches have the authority to work direct with one another for supplies requests.

Units and Sub-units should maintain an initial attack cache. An initial attack cache should consist of an inventory of equipment and supplies available for Unit/Sub-unit fire fighting personnel, plus twenty percent for restocking.

Every effort shall be made to utilize local and area resources before going to NICC. This approach will assist in inventory turn over and abstain from obsolete and antiquated equipment and supplies.

All kits within the Area shall, as a minimum, comply with National Fire Equipment Standards (NFES); additions are permissible to meet local needs. NFES standards are published in the NWCG Fire Supplies and Equipment catalog published by NICC (All capitalized equipment will be marked with serial numbers and home unit identifier).

All units must submit to RMK an annual local cache inventory of pre-designated and critical items, by April 1 of each calendar year.

Buying teams / procurement should try to purchase items meeting NFES standards for reuse in the system.

23.1 MOBILIZATION (Refer to NMG 23.1 New definition of supply)

Supply Orders

All supply orders should be faxed with a confirmation telephone call for assurance that it is received and any questions may be answered. Small or questionable supplies may be ordered by phone.

Dispatch Centers, Expanded Dispatch, Incident Management Teams will place all Supply Orders (NFES Catalog items) with the Rocky Mountain Area Cache (RMK).

Equipment orders and Telecommunications Supply Orders will be processed through normal dispatch channels to RMC.

RMK cache managers will not accept cache requests from a source other than RMC, Unit Dispatch Centers, Expanded Dispatch Offices, Type 1 & 2 Incident Management Teams.

If RMK is Unable To Fill a request, RMK will, coordinate the order directly with the closest national cache, which can fill the order in a timely manner. Shipping Status information transfer to the ordering unit is the responsibility of RMK.

Dispatch Centers will process Supply Orders from Type 3 & 4 incidents and fill what they can locally, then place the remaining items with RMK.

Dispatch Centers will process Supply Orders for Type 1 & 2 IMT fires from the onset until the IMT assumes management of the incident. At that time the IMT will take over incident Supply Orders and will maintain control of issuing Request Numbers for incident orders.

Dispatch Centers will reassume control of incident Supply Orders upon demob of the IMT.

IMT Supply requests for non-NFES items (items not listed in the National Supply and Equipment Catalog) will be directed to the Buying Team, or to Dispatch if no Buying Unit is in place.

All restock orders will be processed with GSA, a vendor or RMK, as appropriate. Supply orders will be processed through DSP Centers, direct to RMK. RMK will only accept Resource Orders (No Requisitions).

Restock orders processed via the resource order form must contain a unique resource order number relating to the ordering unit and utilizing the incident's management code to which the order will be billed. Refer to RMG 23.3.2 Incident Replacement Requisition. (Refer to RMG 28)

23.2 DEMOBILIZATION

All equipment and supplies must be released when surplus to incident needs. The Logistics Section Chief is responsible and accountable to ensure the manifesting and return of all items. When management of the incident is turned back to local unit from the Incident Team all remaining supplies and equipment will be hand receipted to local organization. Return of all capitalized equipment shall be a coordinated effort through established dispatch/cache channels to ensure proper credits and to clear records. Property items may be returned direct to home unit from the incident. The home unit is responsible for refurbishing returns with costs being charged to the incident.

All mechanized equipment and fuel containers will be EMPTIED and purged prior to returning to fire cache.

All hose will be rolled at incident prior to return to Area Fire Caches.

A Cache Demob Specialist (CDSP) will be ordered for all Type 1 Incidents and as deemed necessary.

Prior to Demob, Regarding Hazmat, the Logistics Chief is responsible to coordinate with RMK Cache Manager.

23.3 NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES (Refer to NMG 23.3)

23.3.1 NFES ITEMS IN SHORT SUPPLY (Refer to NMG 23.3.1)

23.3.2 FIELD OFFICE REPLENISHMENT DURING FIRE SEASON

If a unit uses their initial attack cache on a fire, it shall be permissible to reorder from RMK to restock the initial attack cache. When tools are ordered with the intent of replacing tools used on a fire, the used tools shall be shipped to RMK to be refurbished. All costs incurred shall be charged directly to the fire. This method should help local units maintain a current up-to-date stock and assist with adequate turnover. National Cache items shall not be sent as replacement and/or restock, except where like quantities are returned from the incident. No Cache accountable items will be sent for restock against an incident order.

23.3.3 INCIDENT REPLACEMENT REQUISITION.

As a result of management review of cache performance, incident management team accountability and the need to improve documentation concerning re-supply, the Incident Replacement Requisition (Ref. RMG 28) shall be used within the RMA for replacement requirements of all firefighting personnel. All replacements shall be accomplished within 30 days of control of the incident. (Every effort should be made to acquire necessary restock items at the incident.)

23.3.4 FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON (Refer to NMG 23.3.3)

23.3.5 INCIDENT REPLACEMENT: TYPE 1 AND 2 INCIDENTS

Type 1 or 2 Incidents: With the approval of the Incident Commander, the Supply Unit Leader will be responsible for filling and approving incident replacement requests based on the home units approved inventory document, e.g. Engine Accountability Sheet. If no inventory document exists, the Incident Commander will make approval on a case-by-case basis. If the Supply Unit Leader is unable to fill the order at the incident, a signed requisition form shall be provided to the requesting resource and can be submitted to RMK for processing.

Out-Of-Geographical Area Assignments: Resources returning from an out-of-geographical area assignment must have authorized documentation from the incident to order replacement supplies through RMK.

Responsibilities: The leader of the resource dispatched to each incident is responsible for ensuring their replacement requests are documented on the incident replacement requisition form. The form can be processed by the incident or by the leaders home unit through the normal ordering channels.

The Supply unit leader is responsible for approving the form and for providing an “S” request and NFES number for each item ordered. When the Expanded Dispatch issues the request numbers, they will be responsible for providing “S” request numbers.

23.3.6 INCIDENT REPLACEMENT: TYPE 3 AND 4 INCIDENTS

Misc. ABC/Type 3 incidents: The incident’s agency administrator or their authorized representative will be the only authority to approve incident requisitions. Incident replacement requisition will provide replacement authorization and can be submitted to the Rocky Mountain Area Cache (RMK).

23.3.7 INCIDENT TO INCIDENT TRANSFER OF SUPPLIES AND EQUIPMENT (Refer to NMG 23.3.6)

23.3.8 Area Cache Redistribution Program

The cache redistribution program has been established to identify and redistribute surplus supply items on a national basis. Each Cache shall canvass all agencies within their area of influence for fire replacement needs and surplus assets available for redistribution. **A consolidated listing shall be submitted to RMC by Nov. 15.** The Area Cache Manager is responsible to coordinate the transfer and movement of items being redistributed.

23.4 AREA AND NATIONAL INCIDENT RADIO SUPPORT CACHES (NIRSC)

RMK has available in the Area cache, two command tactical division kits consisting of 16 synthesized personal portable radios. The system is compatible with National Radio Systems.

RMC will preposition 1 starter system (NIRSC) from May 15 - Oct 15, annually.

RMC shall order the system under presuppression or ABC Miscellaneous orders, depending on current activity. When the NIRSC is committed to an incident, the original order will be closed with NICC and a new order generated from the incident.

Manifest of individual radio components will accompany the radios systems. A qualified Communication Unit Leader shall be required when a National system is mobilized.

NIRSC radio systems will generally be shipped via charter or commercial air.

The NIRSC radio systems will normally be released/demobilized back to Boise directly from an incident. Dispatch Centers shall coordinate with RMK on the release and required transportation.

23.4.1 MOBILIZATION (Refer to NMG)

23.4.2 DEMOBILIZATION (Refer to NMG)

23.4.3 DEDICATED RADIO FREQUENCIES (Refer to NMG and RMG)

23.5 ADVANCED TECHNOLOGY METEOROLOGICAL UNIT, (ATMU) NFES 1836

All requests for ATMUs will be placed through NICC. NICC coordinates filling the request with the National Weather Service Staff Meteorologist to NIFC at Boise. ATMUs are National Resources. The **Meteorologist** will be ordered on an **Overhead order**. RMC shall coordinate travel with Dispatch Centers. IMETs will be provided by the NWS office in Boise, who will assign one from their national list. It is always preferred that a trainee also be requested.

23.5.1 REMOTE ENVIRONMENTAL MONITORING SYSTEM (REMS) (Refer to NMG 23.5.1)

23.5.2 REMOTE AUTOMATIC WEATHER STATIONS (FRWS)

Requests for FRWS will be placed with NICC through established ordering channels. All requests will be placed on an equipment order and will include two technicians. If the equipment and technicians are transported by cargo/commercial air, the incident will need to provide a utility vehicle. Upon release from an incident FRWS will be returned to NIFC for calibration.

23.6 MOBILE FOOD SERVICE AND SHOWER UNITS

NICC has standard National contracts for catering services. Each Dispatch Center maintains catering service and shower unit contract information (Interagency Mobile Food Services and Shower Facilities)

Orders for food service and shower units that are on National Contract shall be placed on an Equipment order through appropriate channels to NICC. Area, Dispatch Center, or local offices shall **NOT** place orders directly to National contract food service/shower units.

NOTE: Anytime a National catering service is utilized, a qualified Contracting Officer (COTR) must be ordered separately on an Overhead request.

23.6.1 MOBILIZATION (Refer to NMG 23.6.1)

23.6.2 REASSIGNMENTS (Refer to NMG 23.6.2)

23.6.3 DEMOBILIZATION (Refer to NMG 23.6.3)

23.7 CONTRACT ENGINES (Refer to NMG 23.7)

Cooperators are interagency partners covered by an Interagency Cooperative Agreement. The RM/GB areas have established rates and requirements.

Contractors RFQ and EERAs are types of contracts, which purchase vehicles for contracted equipment from private vendors. Most contractors EERAs are available for use within several geographic areas. They are bound to contract stipulations.

23.8 COMMISSARY (Refer to NMG 23.8)

NICC has standard National contracts for commissary services.

23.9 PORTABLE RETARDANT BASE

RMA has 1 mobile Retardant Base; contact RMC for ordering.

23.10 MOBILE CACHE VANS

Refer to the National Fire Equipment Catalog for a listing of van contents. Locations of the vans are listed in RMG 70. Cache Vans belong to RMK and all cache van contents are considered part of the RMK.

All cache vans will be refurbished at the RMK or by a qualified Fire Cache Manager at the home unit.

Orders for a tractor to transport a van will be placed by RMK to RMC.

The area fire cache manager is responsible for annual site inspections to insure cache vans are ready and contents meet minimum NFES and area standards.

Costs for transport, unscheduled maintenance or abnormal wear of cache vans will be charged to the benefiting incident. Annual preventative maintenance will be charged and prorated to a predesignated account to spread the costs equally against all activities. Preventative maintenance may include complete inspections, lubrication, parts replacement on an as need basis.

24 AIRCRAFT OPERATIONS (Refer to NMG 24)

Information regarding Airspace Management can be found in the Interagency Airspace Coordination Guide.

While performing dispatch duties, it is important to keep in mind the critical factors that form effective and efficient incident response in regards to air support resources and base operations.

- Reminder: All air resources are Initial Attack (IA) resources and are subject to diversion at anytime for higher priority incidents, regardless of whether ordered for a single drop or large incident. Orders for these resources should be based on actual current incident needs, if responding beyond prepositioning placement.
- Response times are the most critical aspect of IA resources. Air Tanker off time requirements of 15 minutes or less, should be adhered to.
- The use of air attack and/or lead planes is critical for safe and effective support.
- **Resource Orders must be accurate and complete, and given to pilots prior to a dispatch.**
- Tactical aircraft dispatch information, at a minimum, must include: VORs (Base or Omni, bearing, distance); Latitude / Longitude (**Use Degrees/Minutes**, not tenths [*National Standard*]); Other Aircraft or Hazards in the area and being dispatched to the area); Frequencies - Air to Air and Air to Ground and their associated contact names, Reload Base (as applicable).
- RMA deals with a limited number of resources compared to the majority of geographical areas, in regards to bases and caches. Prioritization is a key factor in rapid response and aggressive tactics. Initial Attack takes priority. However, when competition exists for Tactical Aircraft, every request must identify, specifically, the Values at Risk as identified in RMG 11. See below "Prioritizing Incidents".

PRIORITIZING INCIDENTS

All requests will be processed based on the following:

In accordance with standard fire priority criteria (refer to NMG/RMG 11.2)

Requests will normally be filled in the order received and new starts normally take priority.

When competition for resources occurs the base/center will allocate resources based on standard fire criteria or based on priorities set by RMC (Coordinator, MAC, RMCG).

During times of high competition for resources, the need for continual communication and feedback is essential. RMC must be apprised of all new orders and activity. During times of extreme activity, an area command may be set up in the area of concern for the purpose of prioritization and guidance.

Adjoining Geographical Area units will abide by the same ordering procedures and restrictions as RMA units for available RMA resources.

We can only ensure these goals by continuing to use our common sense, provide good communication and remaining flexible for each situation.

DISPATCH PROCEDURES FOR THE AIR SUPPORT RESOURCES LOCATED AT CENTER BASES AIR SUPPORT RESOURCES

To emphasize once again, the key to success is flexibility and good communications. The following procedures pertain to both IA and extended attack. (Refer RMG 12.1.4 Mutual Aid Agreements and 13.1 Initial Attack Definition)

RMC may order IA Air Support Resources direct from adjoining GACCs. See NMG for details.

RMC is ultimately responsible for the movement of all resources across RMA dispatch center and Area boundaries.

RMC will re/preposition IA resources from one location to another based on the needs determined by the Area Coordinator or MAC. Also, units should be proactive in placing orders for the prepositioning of resources.

RMA Air Support requests to RMA Air Support Bases

(for example, RMA dispatch centers bordering one another.)

RMA dispatch centers may place IA requests for Airtankers, Smokejumpers, Leadplanes and Air Attack resources to the RMA DSP Center responsible for air support base operations which border the center's area of influence. If the base is unable to fill the request, the requesting DSP Center will place the request to RMC. (Permanent bases/centers are RMC, GJC, and CSC)

RMA Air Support requests to other GACC Air Support Bases

(For example, CDC to Billings, CDC to West Yellowstone Smokejumpers)

RMA dispatch centers may place IA requests for Airtankers, Smokejumpers, Leadplanes, and Air Attack resources direct with the center responsible for air support base operations which border their center's area of influence. If the base is unable to fill the request, the RM dispatch center will place the request to RMC.

(Note: prior approval with all effected centers and Geographic Area Coordination Centers, must be stated within the center's Annual Operating Plan.)

Other GACC Dispatch Centers Air Support requests to RMA Air Support Bases

(for example, Moab to GJC, Billings to CDC (when GEY is activated))

Other GACC dispatch centers bordering RMA dispatch centers may place requests for Airtankers, Smokejumpers, Leadplanes and Air Attack resources direct with the RMA center/base responsible for air support base operations. If the base is unable to fill the request, the requesting dispatch will place the request to their own Geographic Area Coordination Center. **(Note: prior approval with all effected centers and Geographic Area Coordination Centers must be stated in the center's Annual Operating Plan.) Centers must notify RMC of the commitment of resources via COMMIT message.**

24.1 MOBILIZATION

Between the hours of 2200 and 0400 charter pilots shall not be dispatched. Orders for charter aircraft should not be placed with vendors between these hours, unless they have a separate dispatcher available. Operators should be queried to insure duty limitations are being met.

No Mission is Worth Sacrificing Safety

Occasionally it may be necessary to cancel or reschedule administrative flights on short notice for fire emergencies. Dispatch and requester shall make arrangements, to complete the administrative need with other transportation after discussion with the chief of party.

24.2 DEMOBILIZATION (Refer to NMG 24.2)

24.3 FLIGHT MANAGEMENT PROCEDURES

Dispatchers should be thoroughly familiar with their Agency's Aviation Operation Plans to facilitate efficient and safe dispatch of aircraft.

Administrative Point-to-Point flights: All Agency contract, lease, charter, or owned aircraft, fixed and rotor wing, shall file and open an FAA flight plan for every administrative (point-to-point) flight mission flown for the benefit of the Agency.

Mission Flights: All mission flights shall file an agency flight plan with the local dispatch center and flight following procedures will be utilized.

FLIGHT REQUEST FORM: The DOI Flight Request Form has been adopted as the national interagency standard dispatch form. This form should be completed and sent via fax or IBM for all point-to-point flights. (Refer to RMG 28)

Sterile Cockpit. All aircraft with agency frequency communications will only monitor FAA VHF air traffic frequencies and agency guard frequency (for emergency only) within a 5 mile radius of a controlled or uncontrolled airport.

ON DEPARTURE airtankers will stop operations on agency radios after reporting "rolling". All other aircraft will stop operations on agency radios before taxing onto the active runway, or lifting off, for helicopters. After reaching 5 miles out from the airport, routine check-in and communications on agency radios will resume.

ON ARRIVAL all aircraft will stop operations on agency radios (except for emergencies) at least 5 miles from the airport. The pilot will radio dispatch and advise they are either under FAA flight control or 5 miles from landing. After landing, and clear of the active runway, communication with dispatch or base will resume.

Area Ramp Operations: When fire related aircraft activity is anticipated at any airport, both mobilization and demobilization, it is the dispatch centers responsibility to assign the appropriate airport overhead required to manage operations (i.e., Airport Liaison, FWBM, RAMP, etc) to that location with adequate support to handle immediate and future needs.

It is the responsibility of the assigned airport personnel to keep the dispatcher promptly informed of ALL aircraft activity. This includes aircraft arrivals, departures, resources status, personnel, and all other pertinent information.

24.3.1 FLIGHT FOLLOWING

When local agency flight planning is used and aircraft is flying a local mission for a specific purpose, the dispatcher shall be responsible for flight following the aircraft with a required 30 minute maximum check-in during time aircraft is in flight.

A 15-minute check-in interval is recommended for airtankers, helicopters, and reconnaissance operations. The following information should be provided and logged for **Flight Following**:

1. Time of check in.
2. Current position of aircraft (latitude/longitude, VORs, geographical landmarks, etc.)
3. Direction of travel.
4. Any changes in flight plan.

Before any flight takes place the dispatcher should have a full understanding of the purpose of the mission, destination, duration, identify passengers/cargo, check-in intervals, communication networks, and emergency procedures in the event of an incident. Radio communications must be maintained with all aircraft, which the dispatcher has agreed to flight follow. This must be maintained throughout the duration of the flight or the flight will be immediately terminated and the dispatch office contacted.

Point-To-Point Flight Following

The sending dispatch center has the ultimate responsible for flight following. This responsibility may be handed off to the area coordination center. There should not be several offices open for the sole purpose of waiting on an aircraft. Within the RMA the sending center is responsible for the aircraft flight following within their area of influence, then handing off the responsibility to RMC once it crosses dispatch center jurisdictional or area boundaries.

If a problem enroute occurs and the pilot or COP contacts the originating office, a phone number and contact point to get back to them with further instructions should be obtained. All pilots need to check-in with the appropriate originating and assigned office upon arrival at the flight destination.

24.3.2 AIRCRAFT ACCIDENT/INCIDENT REPORTING

Personnel shall report immediately all aircraft accidents/incidents to appropriate Agency/Department officials. Safecomms are to be submitted through the appropriate agencies webpage: USFS www.fs.fed.us/fire/av_safety DOI www.oas.gov

REFER TO CHAPTER 90 FOR ALL LOCAL UNIT EMERGENCY PROCEDURES

24.4 AIRBORNE THERMAL INFRARED FIRE MAPPING

(Refer to NMG 24.4)

24.5 LEADPLANES

A lead plane, Air Attack, or airtanker coordinator is required to accompany the following missions:

Two or more airtankers will be over the fire at the same time or at staggered intervals of 15 minutes or less.

Any mission where the airtanker pilot is not initial attack rated.

- The fire is in a congested area.
- Whenever any airtanker is operating over an incident within 30 minutes prior to official sunset of the nearest airtanker base.
- Whenever any airtanker is operating over an incident within 30 minutes after official sunrise of the nearest airtanker base.
- Whenever requested by an Airtanker crew or Air Attack.
- If a leadplane is not available, a qualified Air Tactical Group Supervisor may be used until a lead plane arrives, as long as the airtanker Pilot in Command (PIC) is Initial Attack (IA) rated. Non-IA rated PICs require a leadplane.

24.6 AERIAL SUPERVISION MODULES (ASM1)

The ASM1 is a fixed wing platform that utilizes two crewmembers to perform the functions of traditional air attack and low-level lead operations. The ASM1 requires both crewmembers to be trained to work as a team, utilizing Crew Resource Management (CRM) skills and techniques to enhance safety, efficiency and effectiveness. Aerial Supervision Modules are National Resources. Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC.

Requests for leadplanes may be filled with an ASM1

24.6.1 Aerial Supervision Requirements in the Rocky Mountain Area

| Situation | Lead Plane/ ATCO | Ref | ATGS | Ref. |
|--|----------------------------------|------------|---|-------------|
| Airtanker pilot is not initial attack rated | Required | 1 | | |
| MAFFS | Required | 1 | | |
| Retardant drops in congested areas | Required | 1,3 | | |
| Non – IA rated SEAT pilot operating with any other tactical aircraft | Required if ATGS is not on scene | 1 | Required if Lead Plane/ATCO is not on scene | 1 |
| IA rated SEAT pilot operating with three or more tactical aircraft | Required if ATGS is not on scene | 1 | Required if Lead Plane/ATCO is not on scene | 1 |
| Foreign Government airtankers | Required if ATGS is not on scene | 1 | Required if Lead Plane/ATCO is not on scene | 1 |
| Retardant drops conducted earlier than 30 minutes prior to sunrise or later than 30 minutes after sunset | Required if ATGS is not on scene | 1,2 | Required if Lead Plane/ATCO is not on scene | 1,2 |
| Four or more airtankers assigned to an incident | Must be ordered | 1 | Must be ordered | 1 |
| Two or more helicopters with two or more airtankers over an incident | Must be ordered | 1 | Must be ordered | 1 |
| Marginal weather, poor visibility or turbulence associated with use of airtankers over an incident | Must be ordered | 1 | Must be ordered | 1 |
| Two or more airtankers over an incident | Must be ordered | 1 | Must be ordered if Lead Plane/ATCO is not available | 4 |
| When requested by airtanker pilot or ATGS | Must be ordered | 1 | | |
| Presence of smokejumper or paracargo aircraft with two or more airtankers over an incident | Must be ordered | 1 | Must be ordered if Lead Plane/ATCO is not available | 1,5 |
| Incident has two or more branches | | | Must be ordered | 1,5 |

NOTE: BLM Aerial Supervision Modules may act as either a Lead Plane or ATGS depending on incident requirements. No reference is made to USFS Aerial Supervision Modules pending development of National direction.

1. Interagency Lead Plane Operations Guide and Interagency Air Tactical Operations Guide.
2. Requires determination by either the ATGS or Lead Plane that visibility and safety factors are suitable for retardant operations and dispatch has been notified of this determination.
3. Required under Exemption 392 from 14 CFR Part 91.119, FSM 5714.11 for USFS jurisdiction. Incidents under BLM jurisdiction require a lead plane to be on order.
4. FSM 5716.32
5. Both the ILOG and ATGS Guide reference ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. An ATCO and/or HLCO should be ordered as appropriate in addition to the ATGS.

24.7 AIR TACTICAL AND RECONNAISSANCE AIRCRAFT

Air tactical and reconnaissance aircraft are on aircraft rental agreements (ARAs, BPAs, CWN Contracts) and exclusive use contracts solicited and inspected by the Office of Aircraft Services USFS, and other federal agencies. They are available for interagency use and will be requested through established ordering channels. Ordering offices may request that aircraft come with specific avionics equipment (see Chapter 76 NMG).

24.8 LARGE TRANSPORTS (Refer to NMG 24.8)

There are no large transport aircraft on exclusive use contract within the Rocky Mountain Area. RMC will initiate all large transport requests within the RMA through NICC.

24.8.1 PASSENGER/CARGO MANIFEST

This form shall be used in conjunction with all large transport operations. FAR 121 requires a minimum of two copies be furnished to the operator; the sending unit should retain one copy as a permanent record. NICC requires that personnel weights be separated from gear/cargo weights. (Refer to RMG 13.6) Refer to NMG 28 for Passenger/Cargo Manifest Form.

All crews shall be manifested and a copy sent to within 2 hours of their departure.

24.9 HELICOPTER - CALL WHEN NEEDED (CWN)

RMC will be notified prior to any potential activation or activation of CWN helicopters. Orders for helicopters shall be placed through established dispatch channels. Dispatch Centers may activate and request from approved commercial FAR 135 operators CWN helicopters within their area of influence. Department of Interior incidents will be ordered under OAS agreement and paid for using OAS-23 form. Department of Agriculture incidents will be ordered under USFS R-2 agreement and paid for using form 6500-122.

Ordering unit must specify exact resource configuration (i.e., fuel truck, bucket, etc.)

FAA assigned tail number will be used by Exclusive Use and CWN helicopters as call sign.

When using CWN helicopters, module personnel and aircraft shall be brought together at a pre-designated place PRIOR to arrival at the incident. It is necessary to identify a specific location, airport and a vendor name (i.e. Stevens Aviation (FBO) at Jefferson County Airport in Broomfield, CO) When joined (CWN helicopter and HCWN or HELB), it is the Helicopter managers responsibility to inspect, check communications, and establish operational procedures before being sent to the incident. Dispatch Center Managers are responsible for notification of any noncompliance to RMC through normal dispatch channels.

Ordering Procedures

LIGHT (T3) helicopters, within the RMA, may be ordered by Dispatch Centers. A list of CWN Type 3 helicopters is available in Chapter 80 of this guide. For any assignment, a Manager plus a minimum of 2 crewpersons will be ordered and assigned to light (Type 3) helicopters.

MEDIUM AND HEAVY The Medium (T2) and Heavy (T1) CWN Helicopter Program is administered by the National Interagency Fire Center. All ordering of medium and heavy helicopters will be done through normal dispatch channels to RMC.

Call when needed (CWN) helicopters will be managed by a qualified module.

HELICOPTERS

| | |
|------------------|-------------------------------|
| TYPE 3 & 4: | Manager and two crewpersons |
| TYPE 2 STANDARD: | Manager and three crewpersons |
| TYPE 1 STANDARD: | Manager and four crewpersons |
| TYPE 1 LIMITED: | Manager only |
| TYPE 2 LIMITED: | Manager only |

Units requesting modules will do so by an Overhead (O) request for each position. Module requests should be coordinated with anticipated helicopter delivery.

Ordering a module for a CWN helicopter is not automatic. The ordering office should attempt to fill internally.

Non-Fire CWN Projects

PROJECT WORK

A minimum of a helicopter manager will be assigned to a helicopter for any kind of project work.

ADMINISTRATIVE FLIGHTS

On any non-fire, administrative flight there will be, as a minimum, a qualified helispot manager on site to ensure that helicopter load calculations are completed and accurate, ensure passengers are briefed and that pilot and helicopter are properly carded for specific agency use.

24.9.1 EXCLUSIVE USE CONTRACT HELICOPTERS

(Refer to NMG 24.9.1)

24.10 AIRTANKER DISPATCH

Area Coordination/Dispatch Centers shall retain control of airtankers during incidents and have authority to divert airtanker(s) to initial attack situations based on threat to life and property or higher resource values at risk. Close coordination must be maintained between the Dispatch Center and all affected incidents.

Airtanker Dispatch Limitations - Startup/Cutoff Times

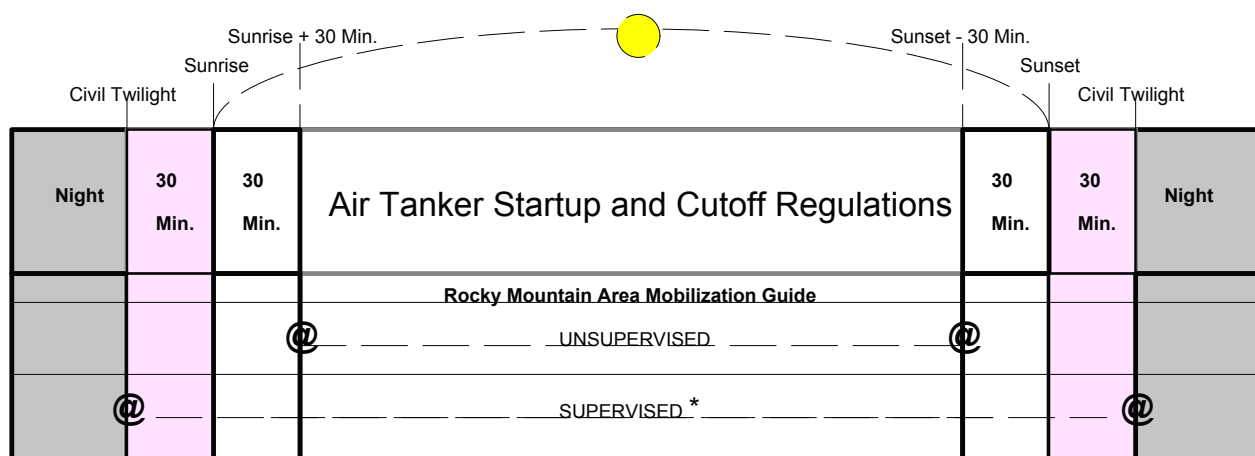
To reduce the hazards of airtanker retardant drops in the early morning and late evening hours, comply with the limitations on times when airtankers may drop retardant on fires. The following limitations apply to the time the aircraft arrives over the fire to conduct the drop, not to the time the aircraft is dispatched from a base and conforms to the information contained in the Interagency Airtanker Base Guide, Chapter IV.

1. Limitations on Startup and Cutoff Time Normally, airtankers shall be dispatched to arrive over a fire not earlier than 30 minutes after official sunrise and not later than 30 minutes before official sunset. These times are termed the “startup” and “cutoff” times respectively.
2. Exception With a qualified Air Tactical Group Supervisor or Airtanker Coordinator, Airtankers may be dispatched to arrive over a fire as early as 30 minutes prior to official sunrise and as late as 30 minutes after official sunset provided:
 - a. ATGS or ATCO is on scene;
 - b. It has determined that visibility and other safety factors are suitable for dropping retardant; and
 - c. Notification to the appropriate dispatcher of this determination.

3. Determination of Official Sunrise, Startup, Cutoff, and Sunset Time.

Each airtanker base and dispatch office shall have tables showing the official sunrise, startup, cutoff, and sunset times at those locations.

4. Determinations for Airtanker Dispatch. For airtanker dispatch, use the official sunrise, startup, cutoff and sunset times of the airtanker base nearest the fire and comply with the limitations in the preceding paragraphs 1 and 2.



- @ = Arrival Over The Fire (No earlier in the morning or later than in the evening)
- * = SUPERVISED (Defined as Air Tanker Coordinator or Air Tactical Group Supervisor)

Note: Sunrise and Sunset are determined by the Official Sunrise and Sunset Tables of the nearest reload base.

For further information, refer to the BLM Handbook H-9400-2 IV.U.3 and FSH 5709.11-41.

24.10.1 EARLY ACTIVATION (Refer to NMG 24.10.1)

24.10.2 MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS) (Refer to NMG 24.10.2)

Wyoming State has an agreement between the Governor and the WYNG MAFFS unit, which allows activation of the Cheyenne unit. Orders will be placed through established dispatch channels, and notification made to RMC and NICC.

24.10.3 SINGLE ENGINE AIRTANKERS (SEATS)

For specific information pertaining to contract airtankers for this Area, refer to Chapter 80 of this guide. For general guidelines about SEATs see the SEATs Ops Guide (1997).

Requests for OAS/USFS approved SEATs will be through normal dispatch channels. SEATS can be utilized for initial attack.

NOTE: There are occasions when single engine airtankers can be used more safely than large airtankers, (i.e., terrain limitations). The Incident Commander or aerial supervisor should determine this utilization.

A SEAT Manager should be assigned to those operations that go beyond the initial attack phase and/or the complexity or duration of the incident dictates the need for independent management to ensure adherence to contracts, safety requirements, and fiscal integrity.

The use of SEATS on USFS incidents may supplement, but not substitute for, planned coverage by USFS and cooperator multi-engine airtankers.

No SEAT operations may be conducted without first establishing and maintaining two-way communication with dispatch and personnel assigned to the incident. SEATS must be capable of communicating on VHF-AM and VHF-FM frequencies assigned to the incident.

When a SEAT is dispatched to an incident with any other airborne resource present, common communications and airborne supervision of the SEAT is required. (i.e. Lead Plane/ Airtanker Coordinator or Air Tactical Group Supervisor)

When operating in a congested area under BLM or USFS jurisdiction and hire, SEAT must operate in accordance with USFS Grant of Exemption #392 which requires Lead Plane/Airtanker Coordinator ATGS on scene and implementation of a Temporary Flight Restriction (FAR 91.137).

The minimum drop height for SEATS is 40 feet above ground cover. The drop height must be consistent with air speed and coverage level of drop. Safety of aviation and ground personnel is of utmost importance. While flying enroute to and from operations the pilot of a SEAT must remain above 500 feet AGL.

The pilot-in-command of a SEAT shall be solely responsible for determining load capabilities. Operations with less than 300 gallons of retardant should not be considered since downloading would greatly reduce the cost effective response area. Unit aviation plans should include specific performance data for identical local aircraft.

Loading and reloading base operating plans must include procedures for handling SEAT operations. Aircraft may be "Hot Loaded" at designated bases only under the following conditions.

- The aircraft is shut down on its initial arrival and a full safety briefing is performed, and there are adequate qualified personnel as described in the base-operating plan.
- Consideration must be given to light aircraft operations in the proximity of large aircraft prop blast.
- Additional consideration should be given to SEAT flow and fill rates, as they may not be compatible with base standards.

- Agency personnel will not participate in refueling of aircraft.
- If operations are conducted at an alternate site, Federal Agency personnel will not participate in loading or fueling of SEATS.
- Alternate site operations conducted on Federal lands will have line officer approval with Regional/State Aviation Officer direction. (Alternate site is considered any unapproved location or airport that has not been identified in a Unit Aviation Plan).

Due to the limited nature of SEAT operations, flights beyond 50 n.m. radius from the support facility may not be practical.

The integration of SEATS during multiple multi-engine airtanker operations at bases is not recommended.

24.11 TEMPORARY FLIGHT RESTRICTIONS (TFR) (FAR 91.137)

FAA has requested a single point of contact. Therefore, requests for TFRs (FAR 91.137) shall be placed through Dispatch Centers to RMC who will contact FAA. The FAA requires that latitude/longitude information for TFRs must be provided in degrees, minutes and seconds, including reference to north latitude and west longitude. If seconds information is not available, add two zero's to the description. Do not use spaces, commas or other symbols in the description. Example: ddmmsN/ddmmssW or 450700N/1177005W. The corner points should be listed in a clockwise sequence around the requested TFR to avoid "bow tie" depictions. (Ref RMG Chapter 28 for FAA Air Space Restriction Form) Dispatch Centers will assure that the 91.137 are cancelled through RMC, as soon as it is no longer required.

Temporary flight restrictions are issued under paragraph a(2) of FAR paragraph 91.137. In **part** this paragraph requires a condition that the aircraft carrying news media to not only file a FAA flight plan but limits their operation to above altitudes used by disaster relief aircraft, unless otherwise authorized by the official in charge of on scene emergency response activities.

Normal TFR standards are 5 mile radius and 2000 feet Mean Sea Level (MSL) from the highest point within the incident (adjust according to need).

TEMPORARY FLIGHT RESTRICTIONS AND LOCAL NOTAMS

(See the Interagency Airspace Guide for additional information.)

- The Dispatch Center with jurisdiction will be contacted for permission requested to fly over the fire.
- Dispatch will acquire the aircraft type, tail number and purpose of requested entry. Dispatch will contact the incident to coordinate times, frequencies and contacts for aircraft entry into the airspace.

- Actual permission will be granted / denied by the ATGS, ATCO or AOBD only.

The FAA will issue a Notice to Airmen (NOTAM) designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever he determines it is necessary in order to provide a safe environment.

The Notice to Airmen will specify the hazard or condition that requires the imposition of temporary flight restrictions, i.e. Wildfire with aircraft operations.

When a NOTAM has been issued under paragraph (a)(1) of 91.137, no person may operate an aircraft within the designated area unless that aircraft is participating in the hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.

When a NOTAM has been issued under paragraph (a)(2) of 91.137, no person may operate an aircraft within the designated area unless at least one of the following conditions is met.

- The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.
- The aircraft is carrying law enforcement officials.
- The aircraft is operating under an ATC approved IFR flight plan.
- The operation is conducted directly to or from an airport within the area or is necessitated by the impracticability of VFR flight above or around the area due to weather, or terrain; notification is given to the Flight Service Station (FSS) or ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations, and the operation does not hamper or endanger relief activities and is not conducted for the purpose of observing the disaster.
- The aircraft is carrying properly accredited news representatives, and, prior to entering the area, a flight plan is filed with the appropriate FAA or ATC facility specified in the Notice to Airmen and the operation is conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the official in charge.
- When a NOTAM has been issued under paragraph (a)(3) of 91.137, no person may operate an aircraft within the designated area unless at least one of the following conditions is met:
 - The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event.
 - The aircraft is operating under an ATC approved IFR flight plan.

- The aircraft is carrying incident or event personnel, or law enforcement officials.
- The aircraft is carrying properly accredited news representatives and prior to entering that area, a flight plan is filed with the appropriate FSS or ATC facility. Flight plans filed and notifications made with an FSS or ATC facility under this section shall include the following information:
 - Aircraft identification, type and color.
 - Radio communications frequencies to be used.
 - Proposed times of entry of, and exit from, the designated area.
 - Name of news media or organization and purpose of flight.
 - Any other information requested by ATC.

Procedures for Requesting Local NOTAM's

When conducting Prescribed (Rx) Burns where aircraft will be utilized, a LOCAL NOTAM (not a TFR) should be requested. An Rx Burn is a planned event, NOT an emergency, so does not fit the "disaster relief" definition in FAR 91.137 (a)(2).

Process For Placing An Order For A Local Notam:

Ideally, this should be done 24 hours in advance of the planned activity.

Local Unit (dispatch office) will contact the Aviation Coordinator at RMC, providing the following information:

- The DISTANCE and RADIAL (magnetic) from the nearest VOR/VORTAC.
- The Effective DATE and TIME requested (when aircraft operations will begin).
- The DATE and TIME the aircraft operations will end (if known in advance).
- If DATE and TIME of completion of aircraft operations is not known at time of order, daily notification to RMC of status is required.

RMC will request issuance of a Local NOTAM from the appropriate FAA Flight Service Station (FSS). (See note below).

Once RMC has confirmation that the Request has been granted, RMC will notify the requesting unit.

Example NOTAM language use on Rx Fires:

"CONTROLLED BURN AIRCRAFT OPERATIONS, 1,000 FT. MEAN SEA LEVEL AND BELOW, FIVE NAUTICAL MILE RADIUS FROM DENVER VORTAC ON THE 053 DEGREE RADIAL AT 70 NAUTICAL MILES, AVOIDANCE ADVISED, EFFECTIVE FEBRUARY 3, 1999 AT 1500 ZULU."

(The variables in this language are the things that are underlined in the above example. Higher altitudes and larger areas can be requested if needed.)

24.12 MILITARY TRAINING ROUTES (MTR) AND SPECIAL-USE AIRSPACE

Also, it remains the local units responsibility to notify the Military of any aircraft activity, TFRs that have been granted, or Local NOTAMS that have been issued, for our operations. The local unit must contact the scheduling authority for any MTRs that are over the operations.

Military low-level training routes and Incident air operations procedures:

- a. Identify the MTRs that impact your operations. (Use the latest AP1B, flight information publication “Military Training Routes”) published by Defense Mapping Agency Aerospace Center, St. Louis Air Force Station, Missouri 63118, estimated cost for subscription is \$15.00 per year.
 1. Units should develop an overlay using Unit boundary and the AP1B “Green Demon Chart” to identify those routes that affect their area.
 2. Check those routes against the listed AP1B on the “Green Demon chart” to identify type of flight and route numbers.
- b. Because the MTRs change periodically, Units need to review the routes quarterly with the “Green Demon Charts” and Unit overlays.
- c. Air Space Restriction information is passed to the Military through FAA. Sometimes information is not processed in a timely manner. Phone numbers for local military units can be found in AP1B MTR Publications.
- d. The Rocky Mountain Area Coordination Center has responsibility for initial contact of the military unit involved.

Note: Computer programs such as IAMS are also viable options for current MTR information.

24.13 AIRSPACE CONFLICTS (Refer to NMG 24.13).

24.14 FAA TEMPORARY AIRPORT CONTROL TOWER OPERATIONS (Refer to NMG 24.14)

RMC will order through NICC for CO and WY. NICC maintains an agreement with the Air Traffic Division Northwest Region. Agreements will be set up on an as needed basis for South Dakota through Air Traffic Division Great Lakes Region, Nebraska or Kansas through Air Traffic Division Central Region.

24.15 INTERAGENCY INTERIM FLIGHT & DUTY LIMITATIONS (Refer to NMG 24.15)

24.16 RADIO FREQUENCIES AND MANAGEMENT

Refer to NMG 22 COMMUNICATIONS COORDINATION for more information

Authorization of interagency use of frequencies is stated in RMG 13.

Frequency Management Federal and State Land Management Agencies agree to the sharing of specific radio frequencies that are authorized/licensed for each agency. Shared frequencies are to provide efficient, cost effective radio/communication support in protecting life and property. The sharing of frequencies is under the authority of the NTIA Regulations Manual, Sections 7.3.1, 7.3.4 and 7.5.1 and the FCC Rules and Regulations, Part 90, Sections 90.405 and 90.407. Local dispatch and management procedures between the agencies will be utilized to provide orderly control and frequency management. The resource order form will serve as written authorization for sharing frequencies.

National Air Guard 168.625.

Air Guard is approved as an emergency frequency in an event that the aircraft has an emergency. It is also approved as a hailing frequency to contact an aircraft for redirecting, contact, etc. It is not approved for tactical missions.

National Flight Following - Air Net 168.650

Air Net / National Flight following is approved for point-to-point flight following.

It is not approved for tactical missions such as Recon, fire, projects, etc. A local designated frequency should be used for Initial Attack, agency or project frequency.

The National Airtanker Base Frequency is 123.975

Initial Attack Frequency Assignments - Each state in the RMA has been divided into zones by the national frequency coordinator. These zones are coordinated with the rest of the nations frequency assignments. Each zone has three pre-identified Air Attack frequencies (an Air to Air, a primary Air to Ground and a secondary Air to Ground.) These frequencies are updated annually. See RMA Frequency Maps for specific information. All additional frequencies must be ordered from and coordinated by RMC. Additional **AM** frequencies may be obtained through the FAA on a temporary basis. Additional **FM** frequencies may be obtained through NICC from FCC on a temporary basis.

ALL REQUESTS FOR ADDITIONAL FIRE FIGHTING FREQUENCIES MUST BE PLACED THROUGH ESTABLISHED DISPATCH CHANNELS, RMC TO NICC.

The Area Coordinator will assign an Area Frequency Coordinator, when deemed necessary.

Insert Area Frequency Maps

25 PREDICTIVE SERVICES

Information gathering and distribution plays a vital role in logistical coordination. It is **CRITICAL** that the information processed is **COMPLETE, ACCURATE** and **TIMELY**. Fire management decisions, priorities and resource allocations are based on this data.

RMC will post daily reports and other useful information on the RMC Web Page. **The address is:** <http://www.fs.fed.us/r2/fire/rmc.html>. It is the RMA Dispatch Centers responsibility to gather and disseminate this information in a timely manner to all agency/unit firefighting personnel within their area of influence. (See RMG 25.13 for timeframes)

Daily reports posted to the RMC Web Page and to be distributed by the Dispatch Centers are:

| Report Name | Time Available |
|--------------------------------------|-------------------------------------|
| National Sit Report | 0600 hours |
| Fire Weather Forecasts | 0730 and 1600 hours |
| Daily Morning Report/Resource Status | 1100 hours |
| RMA SIT Report | 1800 or 2400 when activity warrants |
| FBA Information | As Updated |

All other fire information will be either posted to the web page or electronically mailed, to the Dispatch Centers for further distribution. Critical information will be followed up with a phone call to Dispatch Centers (i.e., Red Flag info, FBA Flash info).

No official Close of Business Report is required. However, please keep RMC informed via telephone, of any significant activity (i.e., major resource mobilization, media impacts, etc.) occurring throughout the day or after hours.

When competition for resources exists, NICC and the Area MAC will request an Incident Priority List for each Dispatch Center with significant activity. The Priority List shall be submitted to RMC by 1800 unless otherwise notified. (Refer to NMG 11.2).

25.1 INCIDENT STATUS SUMMARY (ICS-209)

For any significant incident activity the ICS-209 is required. Per national direction, the ICS-209 is required of all wildfires which exceed 100 acres in timber, 300 acres in sage/grass fuels or when a Type 1 or Type 2 Incident Management Team is assigned. (Ref. RMG 28 for blank form and complete instructions).

ICS - 209s are required for large incidents within the RMA and should be submitted through normal dispatch channels with the information included in the Daily Situation Report by 1800 hours, unless a later time is negotiated. In the event an IMT is assigned to an incident, it is the IMT's responsibility to complete and submit the ICS-209 to the Dispatch Center for further consolidation of information. When an IMT is assigned to a Large Incident, they will have the capability to enter the ICS-209 directly into the web interface, at <http://famweb.nwcg.gov>, if access to the Internet is available. This is an option available to the IMTs to streamline and improve timeliness of information transfer. Use of this system and process requires an agreement between the IMT and the Host Dispatch Center. ICS-209s will be processed until fires have been contained; at containment a final report will be submitted.

WFU, Wildland Fires In Confinement Strategy And Management Ignited Fires

Within the RMA, an ICS-209 will be required for significant Wildland Fire Use (WFU) incidents and for wildland fires where confinement is the strategy employed as the appropriate management response. As per national direction, reports are required when the event exceeds 100 acres in timber, 300 acres in grass/sage fuels or when a Type 1, Type 2 or Fire Use Incident Management Team is assigned. This should be considered the minimum. Within the RMA, Large Incidents not meeting the minimum reporting requirements listed above, but which are significant are encouraged to report (see definition below). Subsequent reports will be required only when there has been a significant change in potential or resources committed to the fire or when the fire reaches 1000 acres, and every time the fire size doubles thereafter (2000, 4000, etc.). Fires will be reported until declared out.

Significant management ignited fires will also need to be reported. Subsequent reports will be required only when there is a significant change in potential or resources committed to the fire.

Definition of a significant event: A significant event is defined as one which has impact on the surrounding community or metropolitan area; has significant resources committed (esp. national resources); high levels of wildland-urban interface; or areas of socio-political sensitivity. It is the responsibility of the local unit to determine what a significant event is for their local area.

NOTE: The Area Coordinator reserves the right to request a higher level of reporting when it is deemed necessary. For example, at Preparedness Levels 4 and above, a greater competition for resources exists. In order to prioritize incidents and allocate resources effectively and efficiently, more detailed information on activity will be needed.

25.2 INTERAGENCY SITUATION REPORT

The Situation Report reporting period is from 0001 to 2400 daily. To allow RMC sufficient time for problem resolution/correction and to prepare the Area-Wide Report Dispatch Centers are to have their local SIT Reports entered into the database by 1800 hours unless an alternate time is negotiated.

As per national direction, the following are reporting requirements for the Interagency Situation Report:

Daily: May through October and as activity warrants, by 1800

Weekly: November through April, on Thursday by 1600

If a Dispatch Center has reportable activity during November through April and wishes to submit a report more than weekly, the Dispatch Center will inform RMC prior to 1500 on the day of planned submission.

The following offices should report direct for their areas' of influence.

- Cody Interagency Dispatch Center (CDC)
- Casper Interagency Dispatch Center (CPC)
- Craig Interagency Dispatch Center (CRC)
- Durango Interagency Dispatch Center (DRC)
- Ft. Collins Interagency Dispatch Center (FTC)
- Grand Junction Interagency Dispatch Center (GJC)
- Montrose Interagency Dispatch Center (MTC)
- Northern Great Plains Dispatch Center (GPC)
- Pueblo Interagency Dispatch Center (PBC)
- Rawlins Interagency Dispatch Center (RWC)

Dispatch Centers will report all resources that are physically located within their unit, Avail & Committed. To eliminate double counting, resources committed to Large Fires are **only** to be reported on the ICS-209.

Remarks Section. Please include the following:

- A brief write-up about any IA activity occurring and the resources being used.
- A weather synopsis for your general vicinity.
- A brief analysis / prognosis you foresee.
- And any other information you'd like to add.

Prescribed Fire information must be detailed and include the names of the specific contingent resources.

Dispatch Centers should ensure Year To Date numbers are accurate and updated as necessary.

25.3 INCIDENT MANAGEMENT SITUATION REPORT

(Refer to NMG 25.3)

25.4 WILDLAND FIRE ENTRAPMENT/FATALITY REPORT

(Refer to RMG 28)

Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. This situation may or may not result in injury. In the event that a wildland fire entrapment or fatality occurs it should be reported immediately to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to RMC and NICC electronically or by facsimile within 24 hours. Submit this report even if some data is missing. Subsequent to the initial report, the investigation and review shall be conducted following agency specific policies and NWCG guidelines.

25.5 WEEKLY FIRE WEATHER / FIRE DANGER OUTLOOK

(Refer to NMG 25.5)

25.6 MONTHLY FIRE WEATHER / FIRE DANGER OUTLOOK

(Refer to NMG 25.6)

25.7 SEASONAL FIRE WEATHER / FIRE DANGER OUTLOOK

(Refer to NMG 25.7)

25.8 NATIONAL WILDLAND FIRE OUTLOOK

(Refer to NMG 25.7)

25.9 DAILY RESOURCE STATUS

Daily Morning Report: (Refer to RMG 21.5.)

RMC will gather resource status information from ROSS daily, and will post a Resource Status Summary on the RMC web page during fire season. Dispatch Centers should ensure resource status is accurate in ROSS.

RMC will notify Dispatch Centers in the event that necessary information is not available through ROSS. Dispatch Centers will then be required to provide resource status information for the critical resources listed in RMG 21.5 by 1000.

25.10 OVERHEAD AVAILABILITY TRACKING

Red-carded individuals are required to report their availability status for incident assignments in order to be considered for a dispatch to an assignment. If individual overhead do not report their availability, they may not be considered for assignments. Availability will be reported through dispatch centers. This availability information will be shared via the ROSS resources status reports with RMC, and neighbor dispatch centers. However, individuals should update their availability as it changes. Advanced National and Area Preparedness Levels, limited resource availability or other situations may dictate more frequent availability reporting. Agency FMO (or designee) are responsible for the collection and notification of resources' availability status to their appropriate Dispatch Centers. Individual overhead may update their availability through the ROSS icon on the RMA Home page;
<http://www.fs.fed.us/r2/fire/rmacc.html>.

25.11 PRESCRIBED FIRE NOTIFICATION

FMOs should submit to their dispatch center, prescribed fire information ONE DAY prior to the day of planned ignition. The information is to be input into the Daily Situation Report, Prescribed Fire Information (Screen # 4). The Remarks/Resource Contingent section should report specific (Names) Area resources (Crews, T3 Helicopters, etc). (Input the information off the Prescribed Fire Plan). Note: National resources may not be held as a prescribed fire contingent.

25.12 RMA ANNUAL FIRE REPORT

The RMC must generate an annual report pertaining to the years fire related activities. The following information is requested from all units and Dispatch Centers within the RMA and should be organized as a Dispatch Center Annual Report.

Narrative: Short narrative statement describing the season and how it compares to normal. It should include a summary of fire weather, resource mobilization, and other significant events.

Fire Statistics: Number and acres of lightning and human caused fires by unit.

Resources Order Statistics: All functional areas separated by Agency and Unit.

Aviation Statistics: Airtanker gallons of retardant used (Identified bases only) and missions flown. Also include a detailed breakdown of all aviation resources used.

25.13 REPORTS, DUE DATES AND TIMES

Below is a quick reference list of reports due, usually during fire season, and their due dates and times. Fire season is considered May through September. Dates will vary according to fire activity and potential.

REPORTS DUE

TIMEFRAMES

DAILY RESOURCE STATUS/ MORNING REPORT

Update daily by 1000 (May - Oct)

INTERAGENCY SITUATION REPORT

Due by 1800 hours daily unless directed or negotiated otherwise May through October. Due 1600 hours on Thursday unless directed or negotiated otherwise April through November.

(Refer to NMG/RMG 25.2)

INCIDENT STATUS SUMMARY (ICS-209)

Due during fire season to RMC by 1800 unless a later time is negotiated. Required for wildfires in Timber 100+ ac., Grass 300+ ac. (Refer to NMG 25.1, 28; RMG 25.1, 28)

PRIORITY LIST

Due during fire season to RMC by 1800

(When applicable)

(Refer to NMG/ RMG 11)

PRESCRIBED FIRE REPORT

Due prior to the day of the burn. Notify FAA, cooperators, dispatch centers and area dispatch offices. (Refer to RMG 28)

ANNUAL FIRE REPORT

Actual stats and Center Annual Reports due to RMC by Jan 15. (Refer to RMG 25.11)

26 ROCKY MOUNTAIN AREA INTERAGENCY PREPAREDNESS LEVELS

The Rocky Mountain Coordination Group based on current and forecast burning conditions, fire activity, resource availability, establishes preparedness levels.

Resource availability is the area of most concern. Situations and activities described within the preparedness levels consider wildland and prescribed fire.

26.1 WHY PREPAREDNESS LEVELS ARE ESTABLISHED

PURPOSE:

1. To identify the level of wildland and prescribed fire activity, severity and resource commitment within the RMA.
2. To identify predetermined actions to be taken by RMC and MAC to ensure an appropriate preparedness/readiness and resource availability for the existing and potential situation.
3. To modify area-wide fire management activities when essential to ensure appropriate level or response to AREA and NATIONAL resource demands.

The Rocky Mountain Area Coordinator will monitor the national and area fire situation and recommend to the RMCG the appropriate Area Preparedness Level. The Area Coordinator has delegated authority to independently declare Levels 1 and 2. Level 3 will be coordinated with RMCG Fire Duty Officer and the Area Coordinator. MAC determines levels 4 and 5.

To avoid oscillating between levels, when preparedness level de-escalation is being considered, indications should be in place that activity will remain at the next lower level for at least three successive days.

26.2 LOCAL AREA PREPAREDNESS LEVELS

Local area preparedness plans should be prepared in accordance with agency directives and included in local Mob Guides.

26.3 PREPAREDNESS LEVEL DEFINITIONS

Five Preparedness Levels are recognized and summarized as follows:

26.3.1 PREPAREDNESS LEVEL 1.

Wildfire activity within the Rocky Mountains is light, and large fires are short in duration with low complexity. There is little or no commitment of Area or National resources. Conditions exist for normal prescribed fire operations.

26.3.2 PREPAREDNESS LEVEL 2.

Wildfire activity has increased with most fires remaining at low to moderated complexity. Moderate potential exists for escaped large fire and extended attack for more than one burning period. Potential exists for frequent mobilization between adjacent Interagency Dispatch Centers (IADC). Resources are adequate for prescribed fire activity.

26.3.3 PREPAREDNESS LEVEL 3.

Multiple large Incidents are occurring in two or more IADC areas. High potential exists for fires to be moderate to high complexity. Increased mobilization of resources to meet Area and National needs are occurring with some significant delays and limited resource availability. Initial and Extended attack, safety monitoring and management oversight is increased at all levels of the organization.

26.3.4 PREPAREDNESS LEVEL 4.

High complex large fire activity is occurring. Multiple Incident Management Teams are committed with continued high potential for additional activity and increased complexity. Initial Attack, Extended and IMT safety monitoring and management oversight is imperative. MAC is fully functional. Prescribed fire applications can continue or be initiated if the following conditions are met:

Management Direction/Consideration: Prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the regional or state office level. This approval must be based on an assessment of risk, impacts of the proposed actions on area resources and activities and include feedback from the Geographic Area MAC Group. The Geographic Area MAC Group provides information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility: Agency Administrators, regional and state office.

26.3.5 PREPAREDNESS LEVEL 5.

High complex large fire activity has increased to state/area wide. Area and National resources are exhausted or difficult to obtain in any large quantify. Major priority setting is occurring through MAC.

Management Direction/Consideration: Wildland Fire Use (WFU) and prescribed fire application can be continued or be initiated if the regional or state level recommends the proposed action. The National agency representative will assess risk and impacts of the proposed actions and discuss with the National MAC Group. This group will have an opportunity to provide information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility: Agency Administrators, regional and state office fire staff, NIFC staff and National MAC Group.

26.3.6 PREPAREDNESS LEVEL 5 TO 4

Description: Shortages or competition for resources is diminishing to the point that severity requests are able to be filled. Most fires are nearing containment or entering long-term monitoring strategies. No fire weather warning conditions are forecast for the next 24 hours and favorable weather conditions are forecast for the upcoming three to five day period. Long-term trend analysis indicates fire danger is decreasing but will still be above seasonal norms.

26.3.7 PREPAREDNESS LEVEL 4 TO 3

Description: Significant demobilization is occurring. There are few shortages or competition for resources. The majority of resources are returning to home units and remaining in place. No fire weather warning conditions are forecast for the next 24 hours and higher humidity and lower temperatures are forecast for the major fire areas. Long-term trend analysis indicates fire danger returning to seasonal norms.

26.3.8 PREPAREDNESS LEVEL 3 TO 2

Description: All large fires are contained. Initial attack resources are available. No fire weather warning conditions are forecast for the next 24 hours and large fire areas are expected to receive wetting showers associated with higher humidity and lower temperatures. Long-term trend analysis indicates diminishing fire danger to low end of seasonal norms.

26.4 RMA MULTI-AGENCY COORDINATING GROUP DECISIONS

A summary of significant RMA MAC Group decisions affecting the RMA and/or Management guidance will be included in the Incident Management Situation Report.

26.5 FOLLOW UP EVALUATION

The MAC Coordinator will document decisions and their results and will report to the RMCG and Agency Administrators during subsequent MAC Group Meeting.

26.6 PRESEASON PREPAREDNESS

Preseason Preparedness is essential to ensure readiness and availability of resources.

Unit fire readiness inspections scheduled by interagency operational personnel. Review will be done in accordance with agency requirements. (As applicable the Interagency Readiness Review Guide or specific agency guidelines.)

26.7 AREA PREPAREDNESS LEVEL DESCRIPTIONS

The matrix below is designed as a GUIDE to progressively review the complexity for long/short term fire weather, fire activity, and resource commitment.

1000 Hour Fuel Moisture content and ERC figures are determined from RMA fire weather network.

Fire activity will be obtained from the daily RMA Situation Report.

Commitment of resources will be obtained from RMA morning report and the RMA situation report.

Increase and/or Decrease in the levels will be based on 1, 3, 5, and 10 day NWS trend forecast.

| RMA Paramet | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| Annual Precip Departure | 0 of Normal | -10% to -15% | -15% to -25% | -25% to -35% | -35% |
| 1000 HR FMC, 4+ Zones | 20 | 16-20 | 12-16 | 8-12 | 0-8 |
| ERC, 4 + FWX Zones | Below Normal | Normal | Above Normal | Much Above | Much Above |
| Palmer Drought Index | Normal | Normal | Moderate | Severe | Extreme |
| A, B Fires | X | X | X | X | X |
| Large/Multiple A, B, C Fire | - | X | X | X | X |
| Team Commitment | IMT3 | IMT2 | 2 IMT2/IMT1 | 3 IMT2/IMT1 | 4+ IMT2/IMT1 |
| Crew Commitment | 0-5 | 5-10 | 10-20 | 20-40 | 40 |
| Trend Forecast | up or down | up or down | up or down | up or down | up or down |

26.8 PREPAREDNESS LEVEL ACTION ITEMS

The matrix below is intended to GUIDE management personnel through a decision making process to determine in a timely manner the need to increase major resource availability base and potentially preposition resources to the effected Area of influence. It is also intended as a checklist for management considerations that will effect desired communications and protect fire fighter safety.

| ACTION ITEMS | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|-----------------------------|----------------|----------------|-----------------|------------------|------------------|
| Fire Behavior Assessment | - | - | as needed | Daily 0700 hours | Daily 0700 hours |
| Safety Message | - | - | as needed | Daily 0700 hours | Daily 0700 hours |
| Dispatch Conference Call | as needed- | weekly | weekly | Daily | Daily |
| Daily Management Briefing | - | - | as needed | as needed | Two 0800&1900 |
| Prescribed Fire | No Restriction | No Restriction | Monitor Area | MAC Recom | RM/NICC Recom |
| Severity Request | - | - | 1-2 units | 3-5 units | 5+ units |
| Fire Restrictions | - | minimal units | some units | several units | several units |
| RMCg Fire Duty Officer | - | on-call | on-call | Locate at RMC | MAC |
| Safety Officer/FAST | - | - | - | MAC | MAC |
| Fire Information Officer | - | on-call | on-call | on-call / @ RMC | RMC & MAC |
| Fire Behavior Analyst | - | - | on-call for RMC | RMC | MAC |
| Frequency Coordinator | - | - | on-call | on-call | MAC |
| NG Liaison | - | - | | on-call | MAC |
| Computer/Telecom Spec. | on-call- | on-call- | on-call | RMC | MAC |
| Aviation Ops. Specialist | on-call | on-call | on-call | on-call | MAC |
| Critical Incident Stress MG | on-call | on-call- | on-call | on-call | on-call |
| MAC Activation | - | - | Conf as needed | Conference | Activated |
| IMT1 Rocky Basin | on-call | on-call | 8 hour on-call | 2 hour on-call | Staged |
| IMT2 Rocky Mountain | on-call | on-call | 8 hour on-call | Alert Standby | Staged |
| Type 2 Crews | - | 5 | 10 | 20 | 30 |

PREPAREDNESS LEVEL ACTION ITEMS cont...

| | | | | | |
|-----------------------|---|----|-------|-------|-------|
| Heavy Airtankers | - | 1 | 3 | 5 | 8 |
| SEAT | | 1 | 2 | 2 | 2 |
| Lead Planes | - | 1 | 2 | 3 | 4 |
| Air Attack | - | | 1 | 4 | 6 |
| Type 2 Helicopters | - | | 2 | 3 | 5 |
| Type 3 Helicopters | 2 | 2 | 4 | 5 | 5 |
| NG Helicopters | - | - | | Alert | Alert |
| Smoke Jumpers | - | 12 | 18 | 24 | 48 |
| Smoke Jumper Aircraft | - | 1 | 1 | 2 | 3 |
| Cache Vans 250 | 1 | 1 | 3 | 4 | 5 |
| NRCS Starter System | 1 | 1 | 1 | 2 | 3 |
| ATMU/REMS | - | 1 | 1 | 2 | 3 |
| National Caters | - | - | 1 | 2 | 2 |
| Mobilization Centers | - | - | Area? | Area | Area |

27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS (Refer to NMG 27)

27.1 ESTABLISHED RESOURCE ORDERING PROCESS (Refer to NMG 27.1)

27.2 CIVILIAN SUPPORT (Refer to NMG 27.2)

27.3 DEMOBILIZATION PROCEDURES (Refer to NMG 27.3)

27.4 INTERNATIONAL OPERATIONS (Refer to NMG 27.4)

27.4.1 CANADIAN OPERATIONS (Refer to NMG 27.4.1)

27.4.2 SUPPORT TO OTHER NATIONS FOR LARGE SCALE MOBILIZATION (Refer to NMG 27.4.2)

27.5 NATIONAL GUARD

The National Guard has available at certain times, helicopters, equipment and personnel that are useful in the suppression of forest and range fires on Federal and State lands. The National Guard units may be ordered through the State for State incidents or RMC for federal incidents.

Commercial sources must be exhausted or not immediately available during times when there is a threat to life and property, prior to activation of Guard units for Federal fires. (Refer to RMG 58 for National Guard contacts).
(Refer to RMG 40)

In the event that an interagency incident occurs on State lands the following personnel shall make contact with their respective Guard units:

| | |
|----------|---------------------------------------|
| Colorado | Fire Duty Officer |
| S Dakota | State Fire Dispatch Office |
| Wyoming | Asst. State Forester, Fire Management |

If a fire incident occurs on federal lands within the RMA the following offices shall contact the respective Guard units:

| | |
|----------|--|
| Colorado | RMC contacts Colorado Office of Emergency Management |
| S Dakota | GPC (Black Hills NF) |
| Wyoming | RMC |

National Guard Liaison Officer will be mobilized with the guard on all federal incidents.

Reference Interagency Incident Business Management Handbook, for specific procedures.

28 DISPATCH FORMS

- | | |
|--------------|--|
| 28.1 | Resource Order |
| 28.2 | Food Service Request |
| 28.3 | Passenger and Cargo Manifest |
| 28.4 | Aircraft Flight Request/Schedule |
| 28.5 | Infrared Aircraft Scanner Request |
| 28.6 | FAA Temporary Tower Request Form (NMG 28.6) |
| 28.7 | Preparedness/Detail Request |
| 28.8 | Incident Status Summary (ICS-209) |
| 28.9 | Incident Management Situation Weather Outlook (NMG 28.9) |
| 28.10 | Wildland Fire Entrapment/Fatality (NFES 0869) |
| 28.11 | Weekly Wildland Fire Weather/ Fire Danger Outlook (NMG 28.11) |
| 28.12 | Monthly Wildland Fire Weather/ Fire Danger Outlook (NMG 28.12) |
| 28.13 | Documentation of Length of Assignment Extension Requirement (NMG 28.13) |
| 28.14 | Demobilization Form |
| 28.15 | Fire Weather Special Forecast Request |
| 28.16 | FAA Temporary Flight Restriction |
| 28.17 | Incident Replacement Requisition |
| 28.18 | Complexity Analysis |